

DC Access Mobile Application: How to Submit a Mid-Certification

Procedure

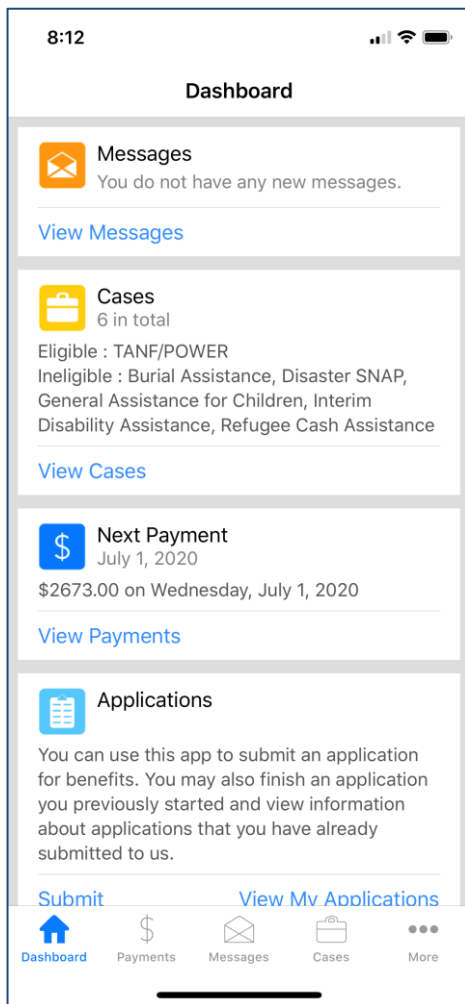
How to Submit a Mid-Certification in the DC Access Mobile App

Overview: Follow the steps below to successfully submit a mid-certification in the DC Access mobile app

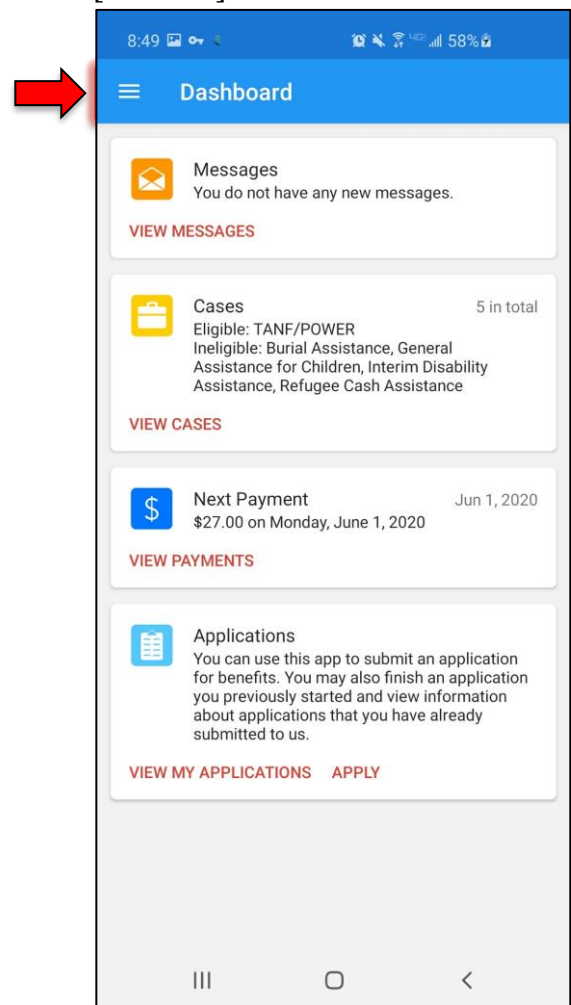
Step-by-Step:

- 1 User clicks on the **More Options** dashboard.

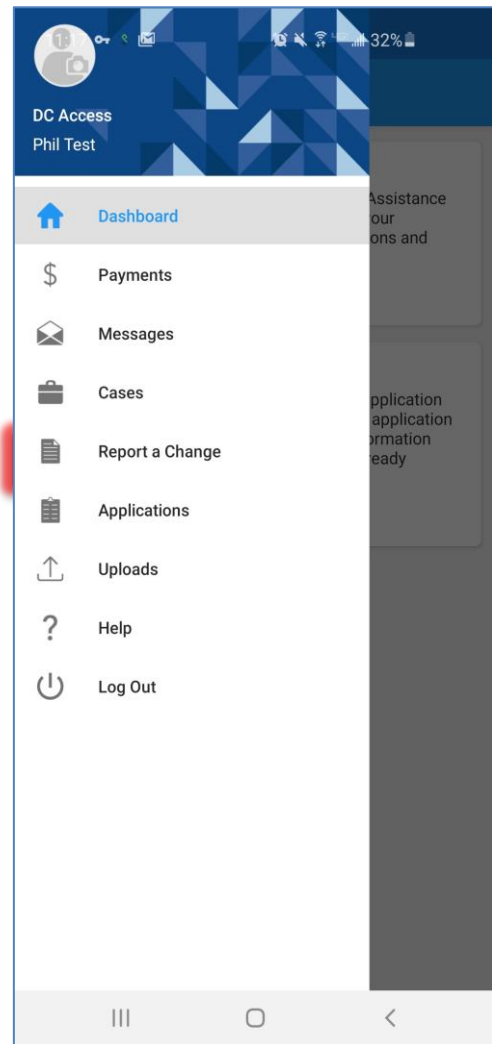
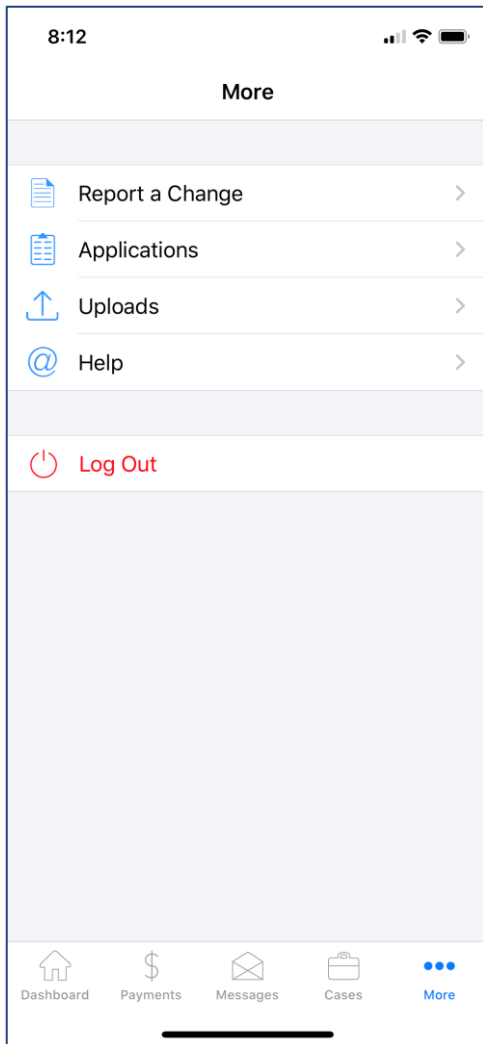
[iPhone]



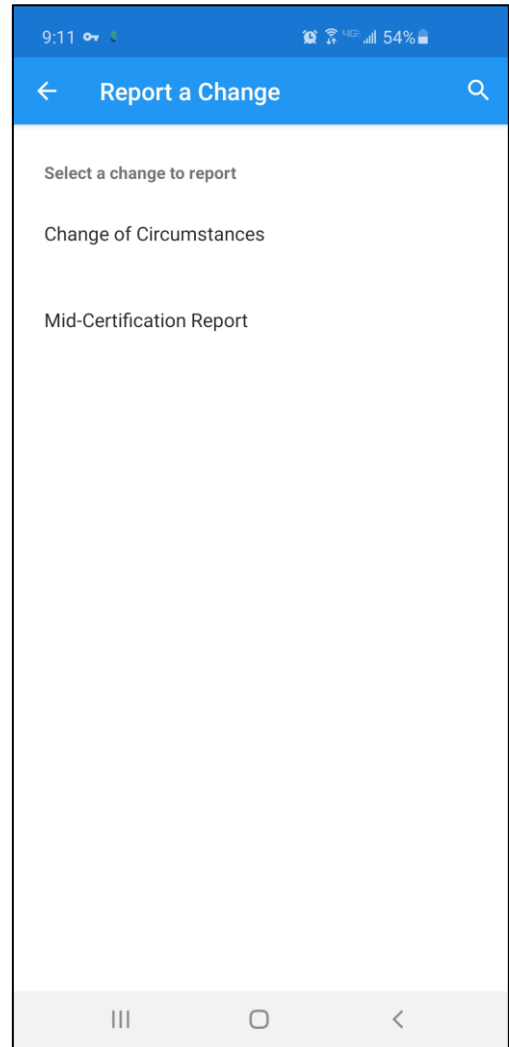
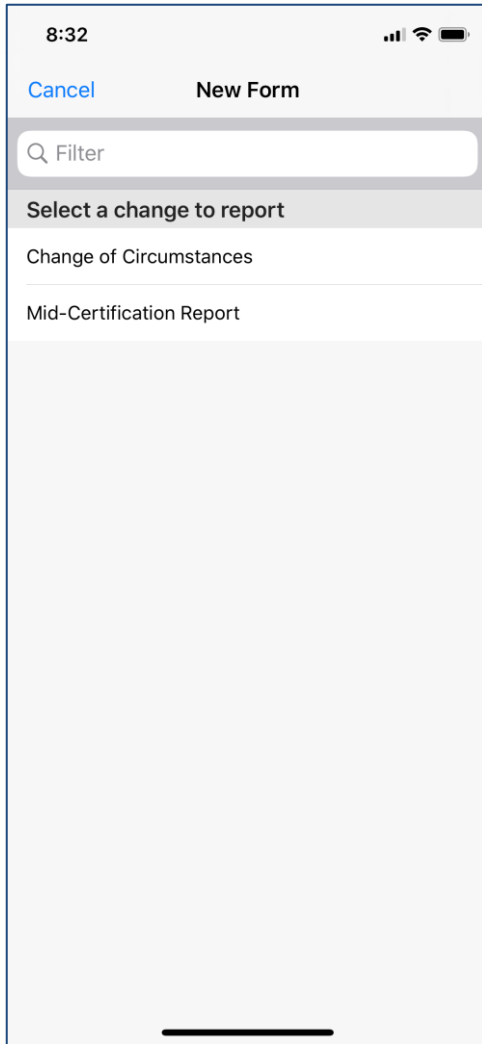
[Android]



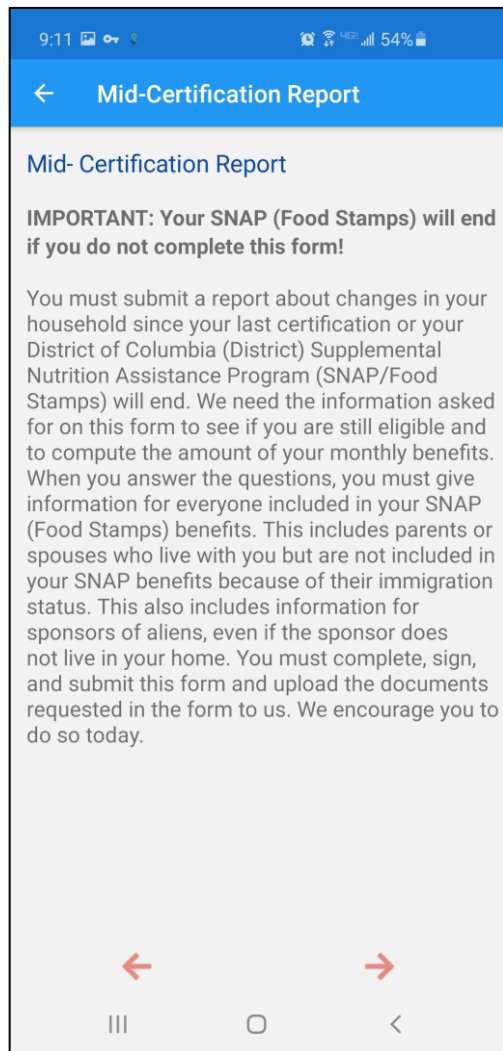
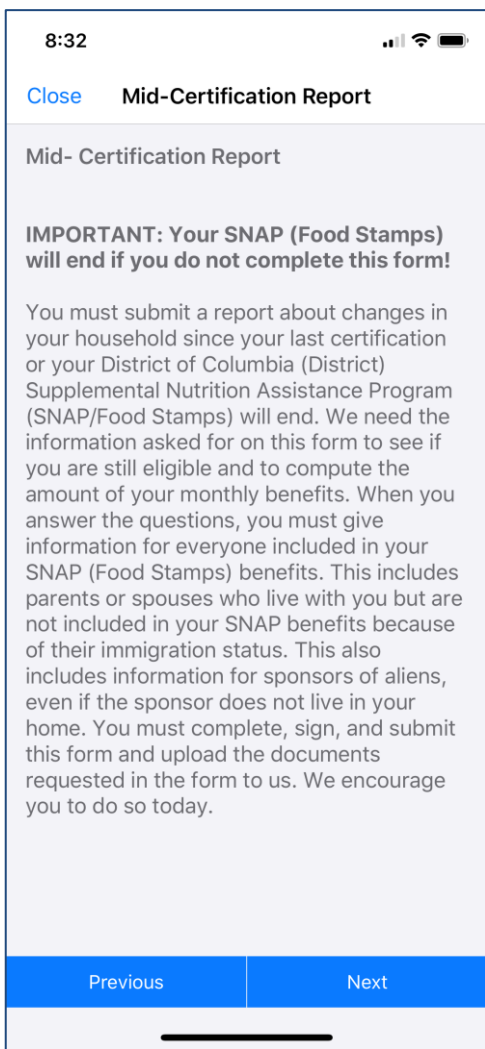
2 User selects "Report a Change."



3 User selects the “**Mid-Certification Report**” and begins a new form.



4 Once a new Mid-Certification Report is initiated, the mobile app will display a form that consists of a series of questions asked over several screens.



- 5 Once a Mid-Certification Report is completed with the recipient signature, the user can no longer update it.
- Tapping on a completed Mid-Certification Report opens a read-only version of the report form.
 - For an “In-Progress” Mid-Certification Report, the user can provide updates to the report on the **Report A Change** screen.

8:35

Close Mid-Certification Report

beneficiary cannot sign this form, you may sign it for them. By signing, you are attesting under penalty of perjury that all of the information on this form is true and correct to the best of your knowledge.

I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge.

Recipient Signature*

Tap here to sign

Date*

Jun 23, 2020 >

Phone:*

Previous Next

9:12

← Mid-Certification Report

PLEASE READ AND SIGN. I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge. I know if I give false information, I may be breaking the law and I could be at risk of criminal prosecution and penalties. I know that state and federal officials will check this information. I agree to help and cooperate with their potential investigations.

Authorized Representative(s): If the beneficiary cannot sign this form, you may sign it for them. By signing, you are attesting under penalty of perjury that all of the information on this form is true and correct to the best of your knowledge.

I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge.

Recipient Signature*

TAP HERE TO SIGN

Date*

Jun 29, 2020

Phone:*

← →