

# DC Access Mobile Application: How to Submit an End of Certification

## Procedure

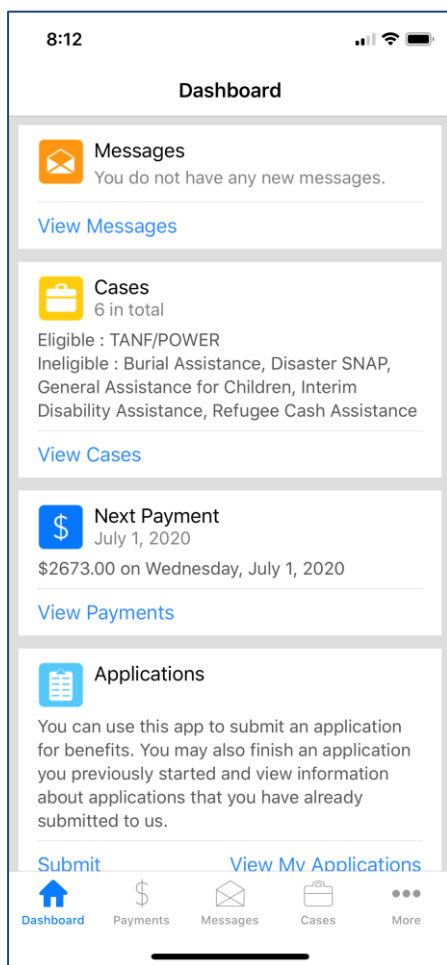
How to Submit an End of Certification in the DC Access Mobile App

**Overview:** Follow the steps below to successfully submit an end of certification in the DC Access mobile app

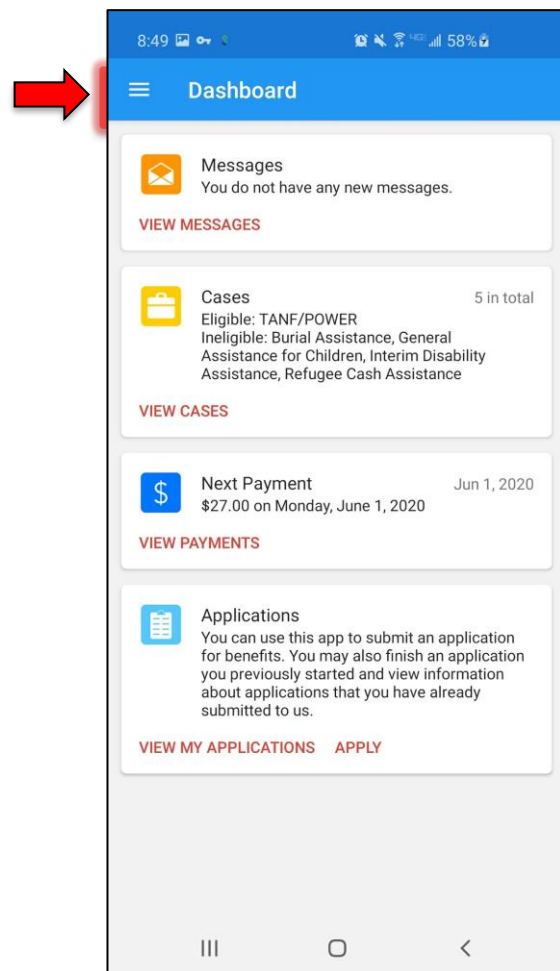
### Step-by-Step:

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

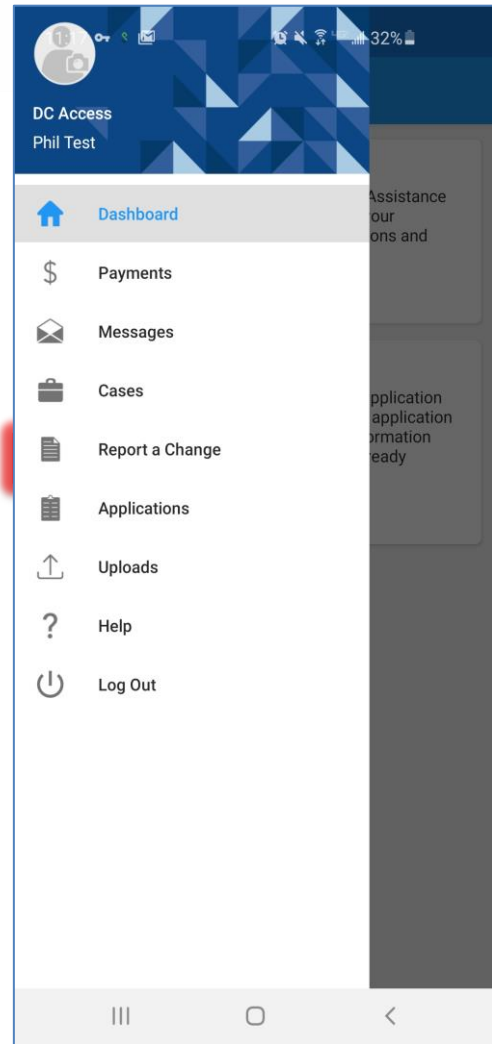
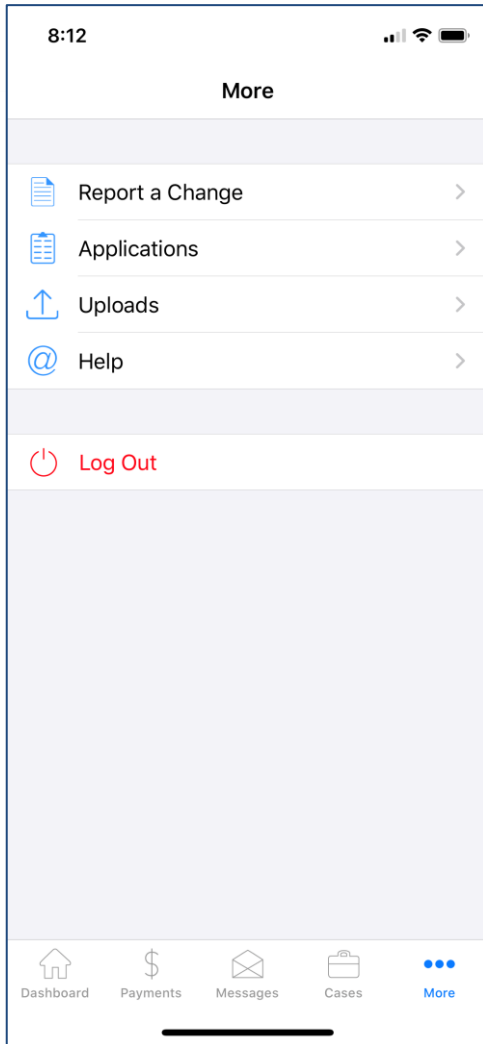
[iPhone]



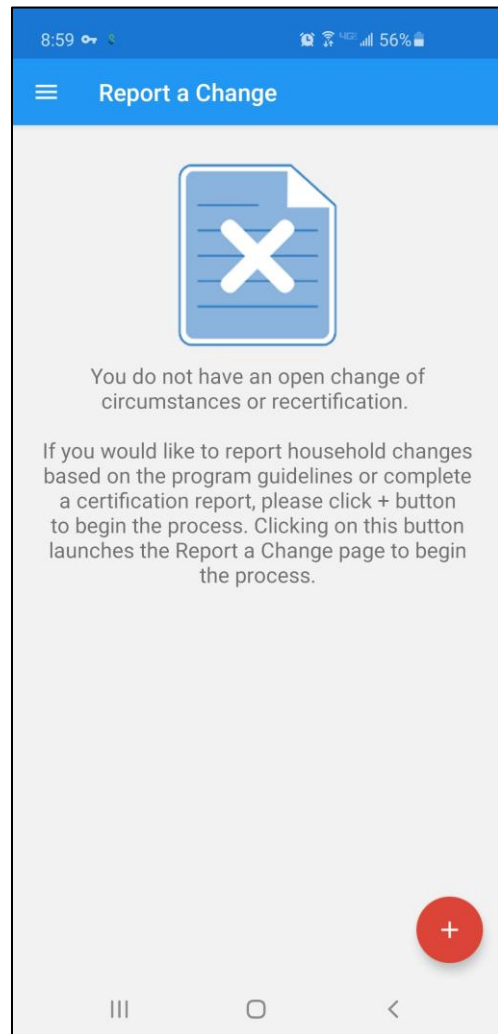
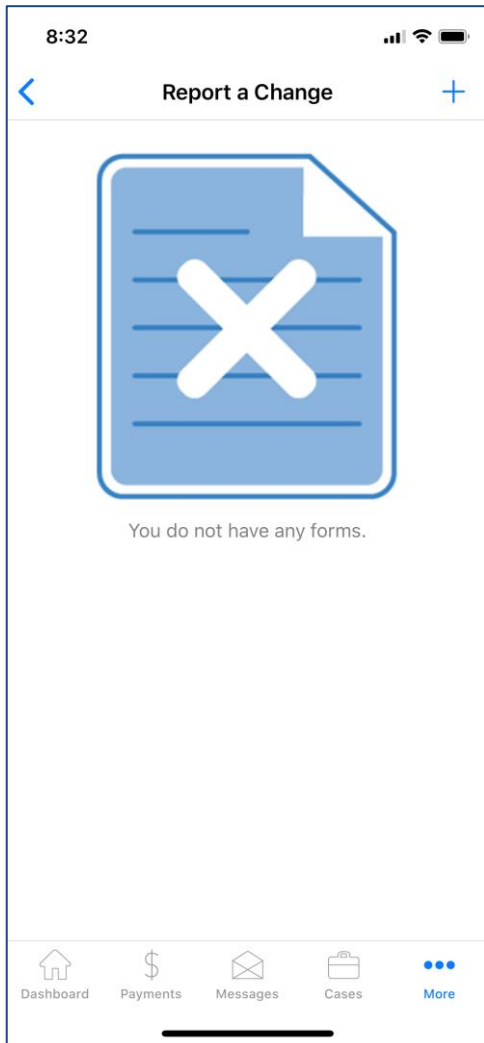
[Android]



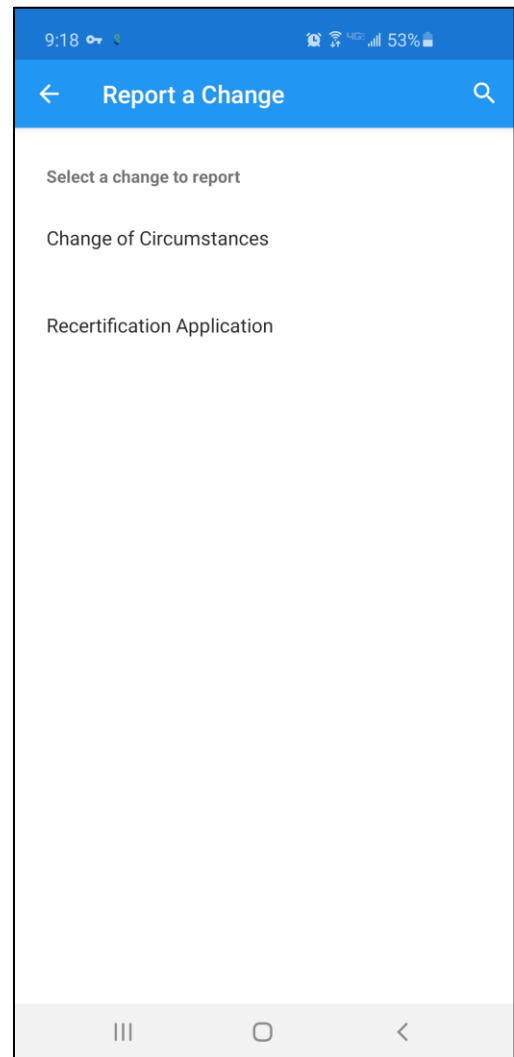
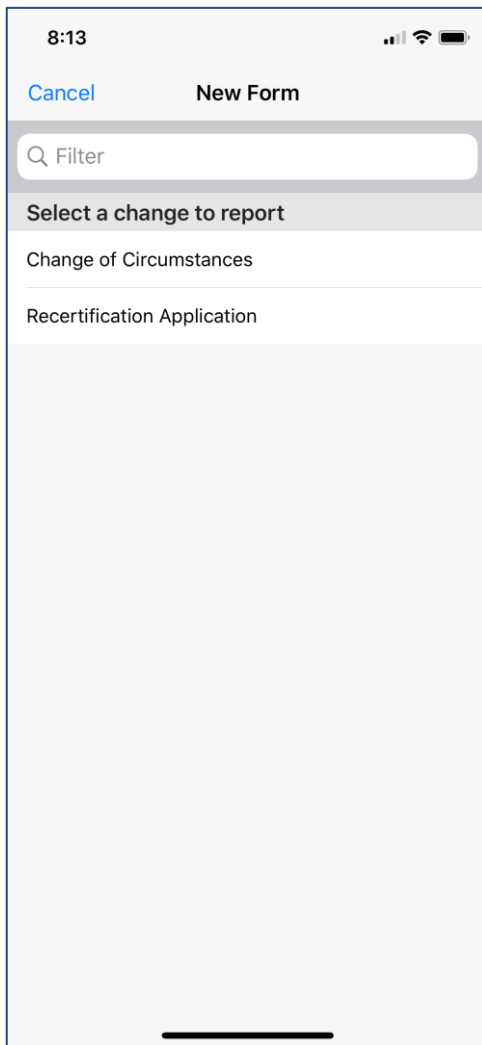
2 User selects "Report a Change."



- 3 The mobile app will display the **Report a Change** screen, where user clicks on the Plus (+) icon button.



4 User selects the “**Recertification Application**” and begins a new form.



- 5 Once user populates the applicant's information, the mobile app will display a form that consists of a series of questions asked over several screens.

8:14

Close Recertification Application

Applicant Information

First name\*

Jeanone

Middle name

Last name\*

Paulone

Date of birth\*

Sex\*

Male

Female

Telephone\*

Email address\*

Previous Next

9:19

← Recertification Application

Applicant Information

First name\*

Ppg

Middle name

Last name\*

Amelia

Date of birth\*

Sex\*

Male

Female

Telephone\*

Email address\*

Confirm your email address\*

← →

- 6 Once a Recertification application is completed with the recipient signature, user can no longer update it.
- a. Tapping on a completed recertification opens a read-only version of the application form.
  - b. For an “In-Progress” recertification application, the user can provide updates to the application on the **Report a Change** screen.

8:27

Close Recertification Application

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

9:20 53%

← Recertification Application

**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:\*

← →