

District Direct Mobile Application

How to Upload a Document

PROCEDURE

How to Upload a Document to the District Direct (Mobile App)

Overview: A step-by-step guide on how to upload documents into the District Direct mobile app

STEP-BY-STEP:


To speed processing of your application, please provide us with some documents to verify your information. Use the 'Upload Documents' button below to upload documents by taking a picture or using an existing file or photo.

You will likely need to upload:

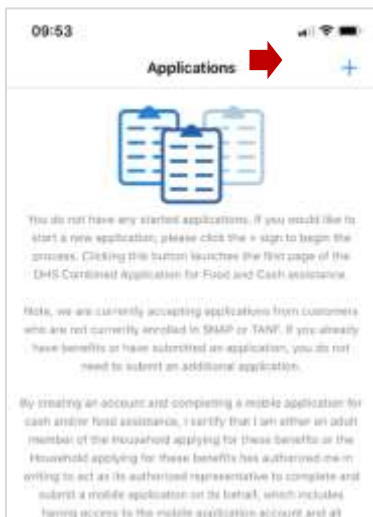
- Proof of identity
- Proof of residency
- Proof of income
- Proof of expenses

This list is not exhaustive, and you may need to provide additional verification documents based on the information you provided in your application. The more verifications you can provide with your application, the less time it will take DHS to verify your application.

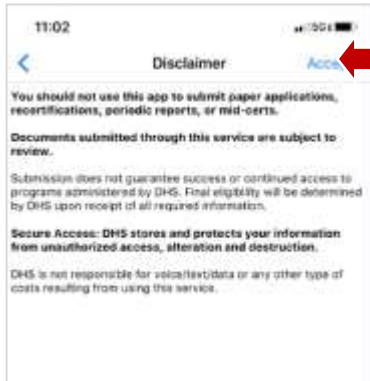
1. Navigate to the Upload screen

 **Please Note:** If you have uploaded any documents in the past, you will see them here

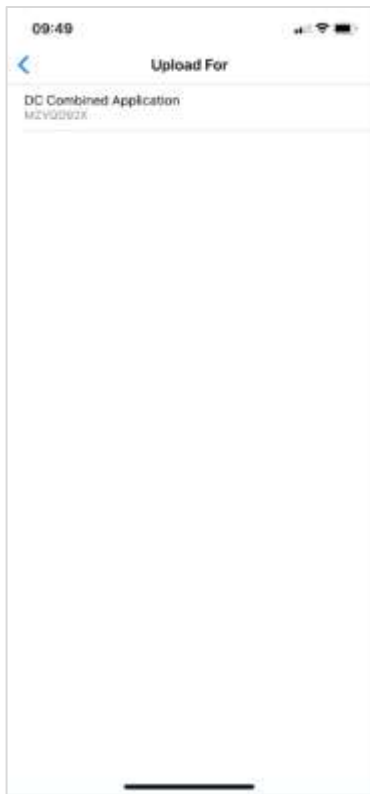
2. Tap the "+" icon on the top right of the screen



3. Read the disclaimer and tap "Accept" once you have read it



4. Select which application you would like to upload the document for



5. Select the document category for which you are uploading (e.g., residency, identity, social security number, income, etc.)
- Please make sure you do not upload the same document twice. You only need to upload documents that are relevant to you (For example, if you do not pay rent, you do not need to provide documentation)



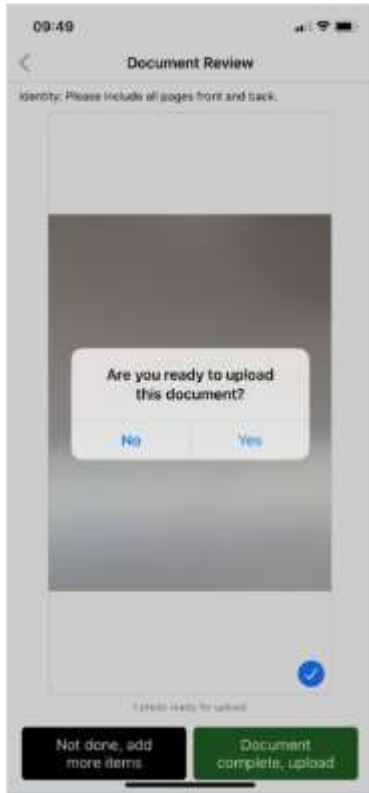
6. You can upload files one of three ways:
1. Use your device's camera to **take a photo** of the document
 2. Select an **existing photo** from your device
 3. Select a **PDF file** from your device



7. Review the items you wish to upload. At this point, you can choose to exclude any items you do not wish to upload or add additional items. If you have a multi-page or two-sided document, be sure to tap **"Add more items to the document"** before moving forward. Once all required items are captured, tap **"Document complete, upload"**.



8. Confirm that you wish to upload the files



9. Wait until the document upload is done processing



10. Once upload is complete, you will see the "Upload Successful" screen



11. You should now be able to view all documents in your "Uploads" tab

