How to upload documents

to confirm your income or other information

Before you start

✓ Make sure the documents you're going to upload are located on your computer.
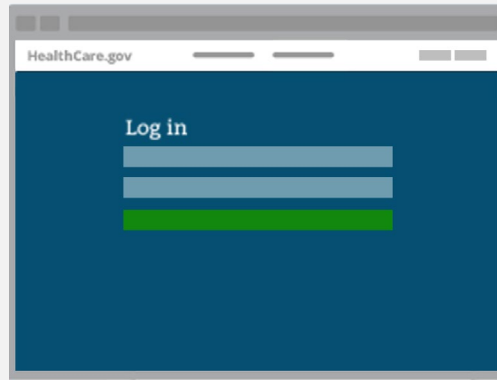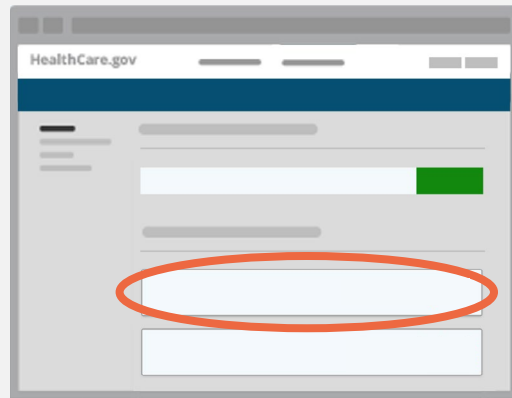
✓ Be sure they follow ....

✓ Find out which documents you can submit. ⬈
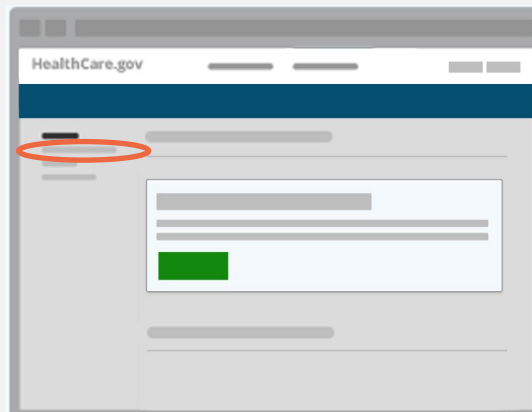
HealthCare.gov

STEP 1

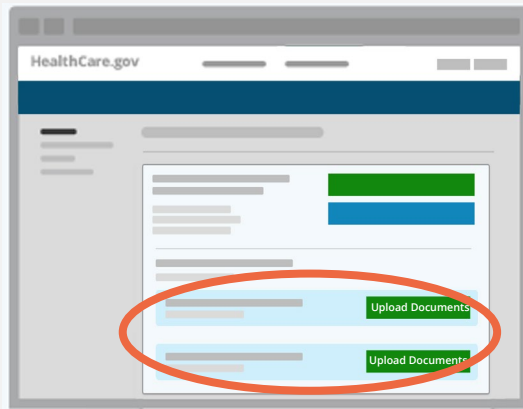Log into your Marketplace account.

STEP 2

Under **Your Existing Applications**, select the application with the issue. Be sure the application ID number matches the one in your notice.
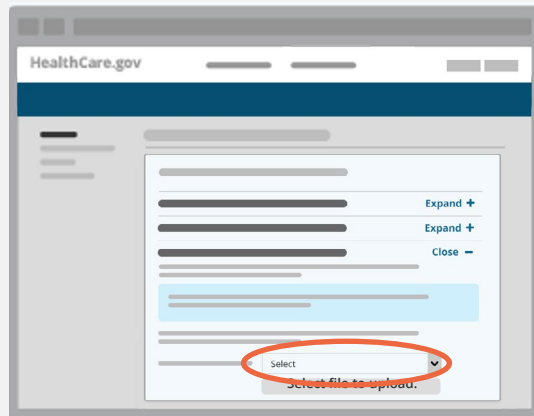
STEP 3

Click **Application Details** in the menu on the left side.
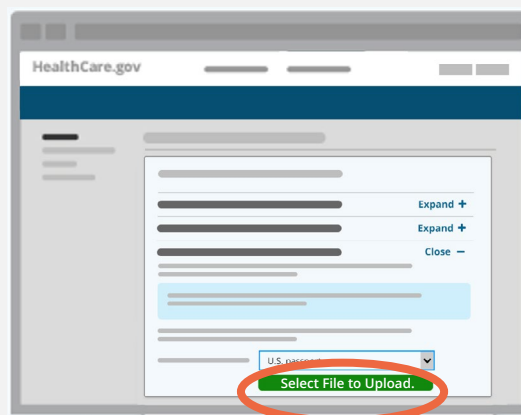
STEP 4

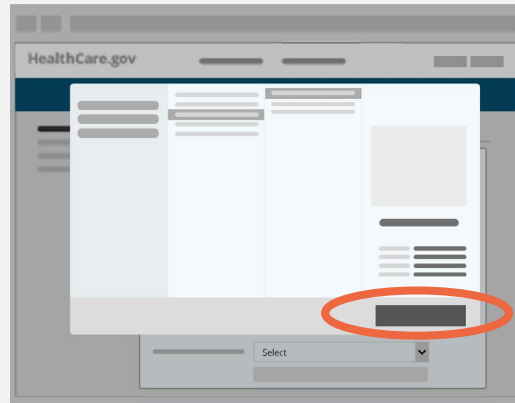For each issue, select the green **Upload Documents** (or **Upload More Documents**) button.

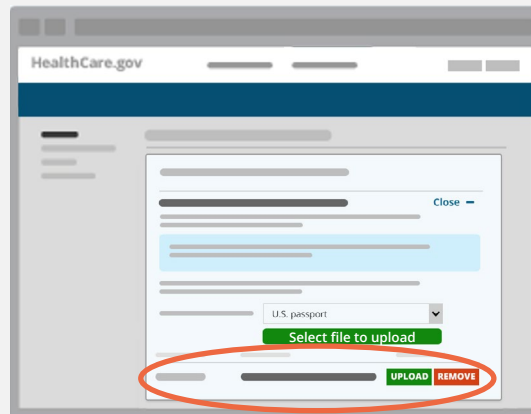**STEP 5**

Choose a document type from the drop-down menu.

STEP 6
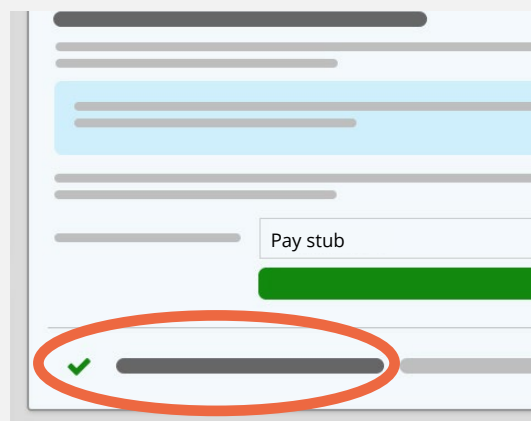
Click **Select File to Upload**.

STEP 7

Locate and select the document on your computer.
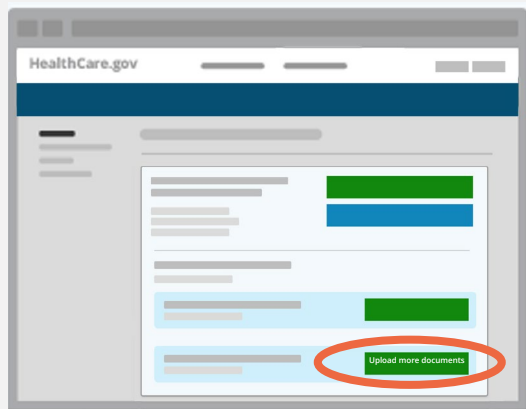
STEP 8

Click **Upload**.

STEP 9

When the upload is successful, a green checkmark appears to the left. To upload more files for the same issue, repeat steps 5-9 for each one.

Upload failed? Check document format and size, then try again. If that doesn't work, see how to mail documents. [↗]

STEP 10

If you have other issues, repeat steps 4-9 for each one. When done, you can log out.