Cleveland and EdChoice Scholarship Program Uploading Documents in the Income Verification Portal

1. Log into your OH/ID account.

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2. When accessing the system, please use a desktop or laptop computer. The system is not able to be used on a mobile device.

3.	Select the SITES & APPLICATIONS	link from menu bar.		
	⊖OH ID	SECURITY DEVELOPERS HELP	MANAGE OHID ACCOUNT	L Q
	DASHBOARD SITES & APPLICATIONS S	SECURITY LEVEL RECENT ACTIVITY DEVICES		
	My Sites & Applicatio	ns		
	OH ID has opened a new tab within your browser. When yo	u're finished, you can close this tab to go back.		
	You have access to the sites and applications listed below. Cli	ick the "Go To Site" link under an app to open it. Click th	he star icon to make your favorite applications appear right on your Dashboard	
	Ohio Education Directory System (OEDS) Scho	larship Income Verification Schol	larship Programs Secure Data Center	
	Directory of schools and districts	rship Income Verification EdChoi	ice, Cleveland, Jon Peterson, and Autism Access data warehouse and reports Site 🗗 Go To Site 🗗	

4. Next scroll through the application tiles to find the Scholarship Income Verification tile.



- 5. Click GO TO SITE C below the application tile to launch the site.
- 6. Next click ^{C Go to Income Verification} to begin entering data for Income Verification.
- 7. After all household members and household income are entered, income documentation must be uploaded for all income types that have been entered.
- 8. At the **Household Income** section, click the upload button **PO PO** for each row added. It is the first green button displaying a picture of a document located to the right of each row of household income entered.

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9. A dialogue box will open on the left-hand side of the screen. Click the **+**Add Documents button.



10. Select a Document Type based on the type of income that was entered.

)	Documents On File	×
	+ Add Documents	
	+ Add Document(s)	
וי	Document Type	
		× ~
	1099 Form	^
	Child Support Payment Proof	
	Income Tax Return	_
	Ohio BWC Correspondence	
	Ohio JFS Correspondence	
	Other Electronic Document	-
	OWF/Food Stamp Proof	•
	Pay stubs (four)	
	Retirement Benefit Proof	
	Social Security Correspondence	
	Unemployment Benefit Proof	_
	W-2 Form	

11. Upload documents saved on your computer.



Please contact EdChoice and Cleveland scholarship programs at (877) 644-6338 or visit the website at http://education.ohio.gov/Topics/Other-Resources/Scholarships.

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- 12. Click the **Close Add Documents** button at the bottom of the list to complete each upload.
- 13. Repeat steps until all income documents are added for each row of income entered.
- 14. This process is the same for **Household Deductions** which is the section just below **Household Income.**