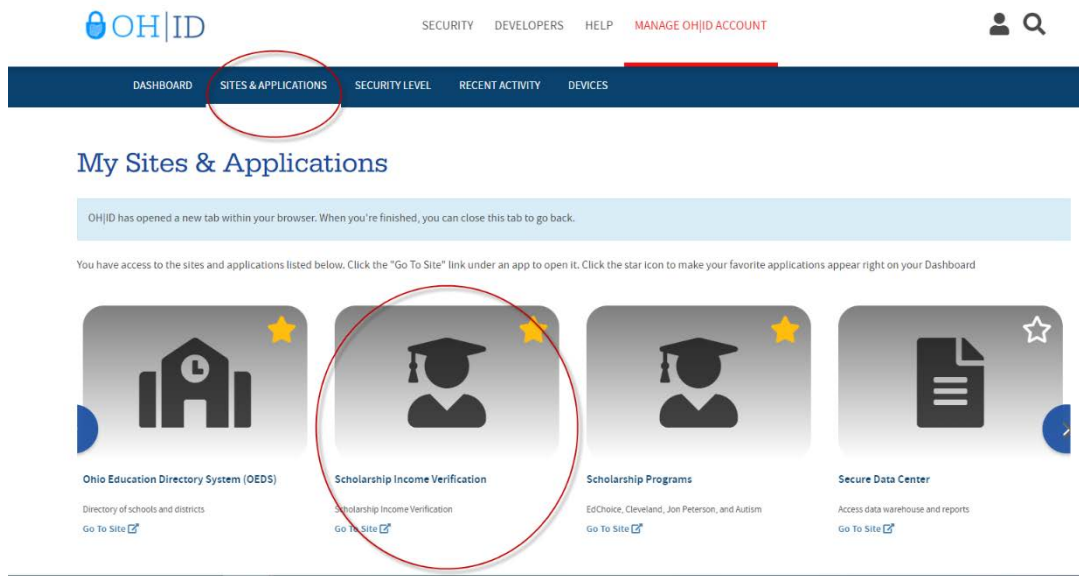



Cleveland and EdChoice Scholarship Program Uploading Documents in the Income Verification Portal

1. Log into your **OH/ID** account.
2. Select the **SITES & APPLICATIONS** link from menu bar.

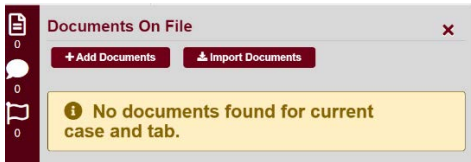


3. Next scroll through the application tiles to find the *Scholarship Income Verification* tile.

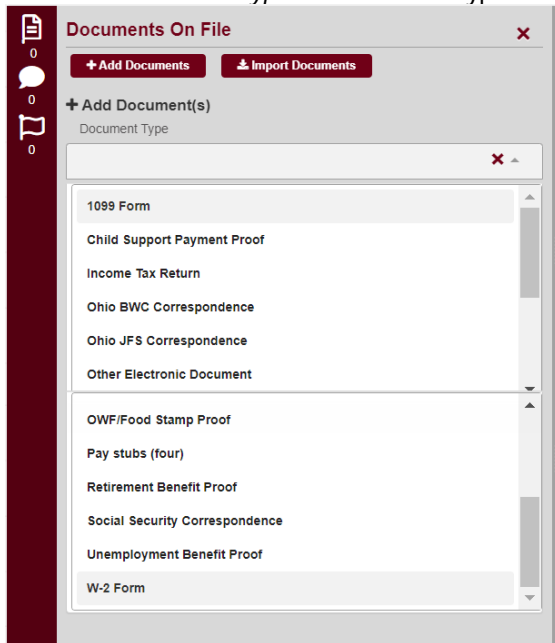


4. Click **Go To Site** below the application tile to launch the site.
5. Next click **Go to Income Verification** to begin entering data for Income Verification.
6. After all household members and household income are entered, income documentation must be uploaded for all income types that have been entered.
7. At the **Household Income** section, click the upload button  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.
8. A dialogue box will open on the left-hand side of the screen. Click the **+ Add Documents** button.

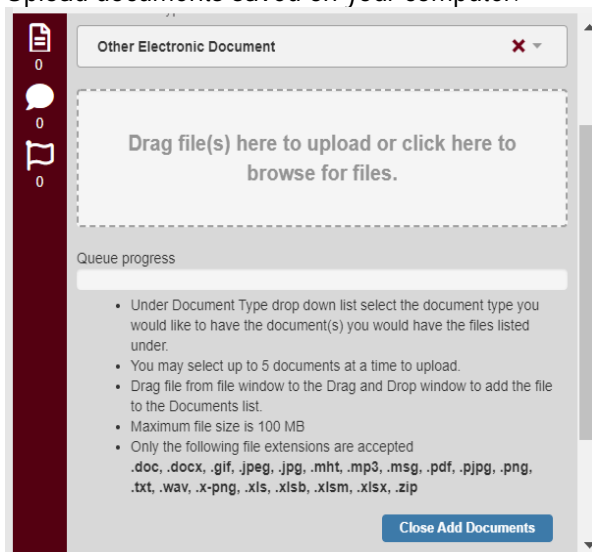
Cleveland and EdChoice Scholarship Program
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9. Select a *Document Type* based on the type of income that was entered.



10. Upload documents saved on your computer.



11. Click the **Close Add Documents** button at the bottom of the list to complete each upload.

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12. Repeat steps until all income documents are added for each row of income entered.
13. This process is the same for **Household Deductions** which is the section just below **Household Income**.