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

1. Log into your OH|ID account.

2. Use a desktop or laptop computer to access the system, not a mobile device.

3. Select the MYAPS link from the top menu bar.

4. Locate the application tile labeled Scholarship Income Verification.

5. Click the Open App button below the application tile to launch the Income Verification site.

6. Next click the Go to income verification button to begin entering data for Income Verification.

7. Enter household members in the first section labeled Household Members.

8. After all household members are added, income must be entered. Scroll to the second section labeled Household Income to enter the household income. Income documentation must be uploaded for all income types that have been entered.

9. At the Household Income section, click the upload button for each row added. Use the first green icon to the right of each row of household income entered.
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10. A dialogue box will open on the left-hand side of the screen. Click the **Add Documents** button.

11. Select the appropriate *Document Type* from the list available, based on the type of income entered.

12. Upload documents saved on your computer.
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13. Click the button at the bottom of the list to complete each upload. You may have to scroll down.

14. Repeat steps until all income documents are added for each row of income entered.

15. This process is the same for Household Deductions which is the section just below Household Income.

16. Once you are done with all entries of household members and income, scroll to the top of the page to click the button.

17. Once submitted, you will receive three (3 ct.) system automated messages notifying you of the following:

   1. when income verification has been submitted, then
   2. when income verification is under review, and
   3. when income verification is either completed or needs correction.

   • If you receive notification that corrections are needed, you must log back into your OH|ID account to review the comments and flags, make the necessary corrections and/or provide the requested information and click the button for another review.

18. Monitor your email for updates on your income case after you have submitted it. The email notifications are confirmation of your submission and status of the review.

19. Parents can log into their own OH|ID accounts at any time to monitor the status.

20. If you forget your password or have difficulty accessing your OH|ID account, use the link on the sign-in page to contact the Help Desk for assistance.