How to submit documents to HealthSource RI

1. Make sure you have an electronic copy of the document you're submitting. You can scan your document, or even take a picture of it with your phone.

2. Load this scanned document or picture onto your computer.

3. Once you've logged in to your secure HealthSource RI account, *If you have unverified information that requires documentation, you will see a message on the top left side of your dashboard. Just select* **Provide Supporting Documentation***.*

4. If you don't see this message, go to the **I Would Like to… section of your dashboard** and select **Upload a document/View uploaded documents.**

3. Pick the person in your household that the document is about. If the document is for your entire household, pick the Primary Applicant.
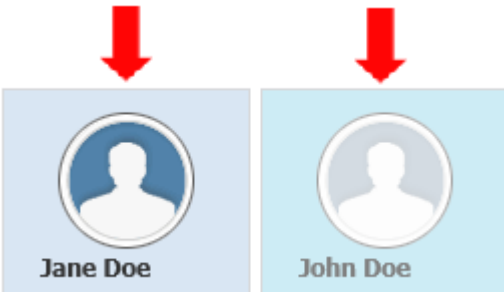
4. The next section will only display if you need to verify information in your account. For this example, the customer needs to provide documentation for her citizenship status.

5. Select the checkbox if you have one of the Acceptable Documents and then select the best description of your document from the dropdown.

1. SELECT ITEMS YOU CAN VERIFY for Jane Doe

☑ Citizenship for Jane Doe is Citizen

Acceptable Documents for **Citizenship**
- US Passport
- Evidence of membership in a federally recognized Indian tribe
- Certificate of naturalization
- Additional Acceptable Documents
- Certificate of US citizenship

OTHER DOCUMENTS

-Select One-
Annual HouseHold Income
Current Income (Wages)
Current Income (Unemployment Benefits)
Current Income (Social Security Benefits)
First Name and Last Name
SSN
Date of Birth
Citizenship
Immigration Status
Incarceration
Access to coverage
Access to Public coverage
Deceased Indicator
Annual HouseHold Income for next year
Proof of Residency

om the below dropdown what you

6. Search your computer for the document and upload. You will be able to see all documents uploaded for your account within this section as well. Select **Submit & Go to Dashboard** once this is complete.

3. UPLOAD DOCUMENTS

Browse...   Upload ↑

PREVIOUSLY UPLOADED FOR   Jane Doe

Submit & Go to Dashboard