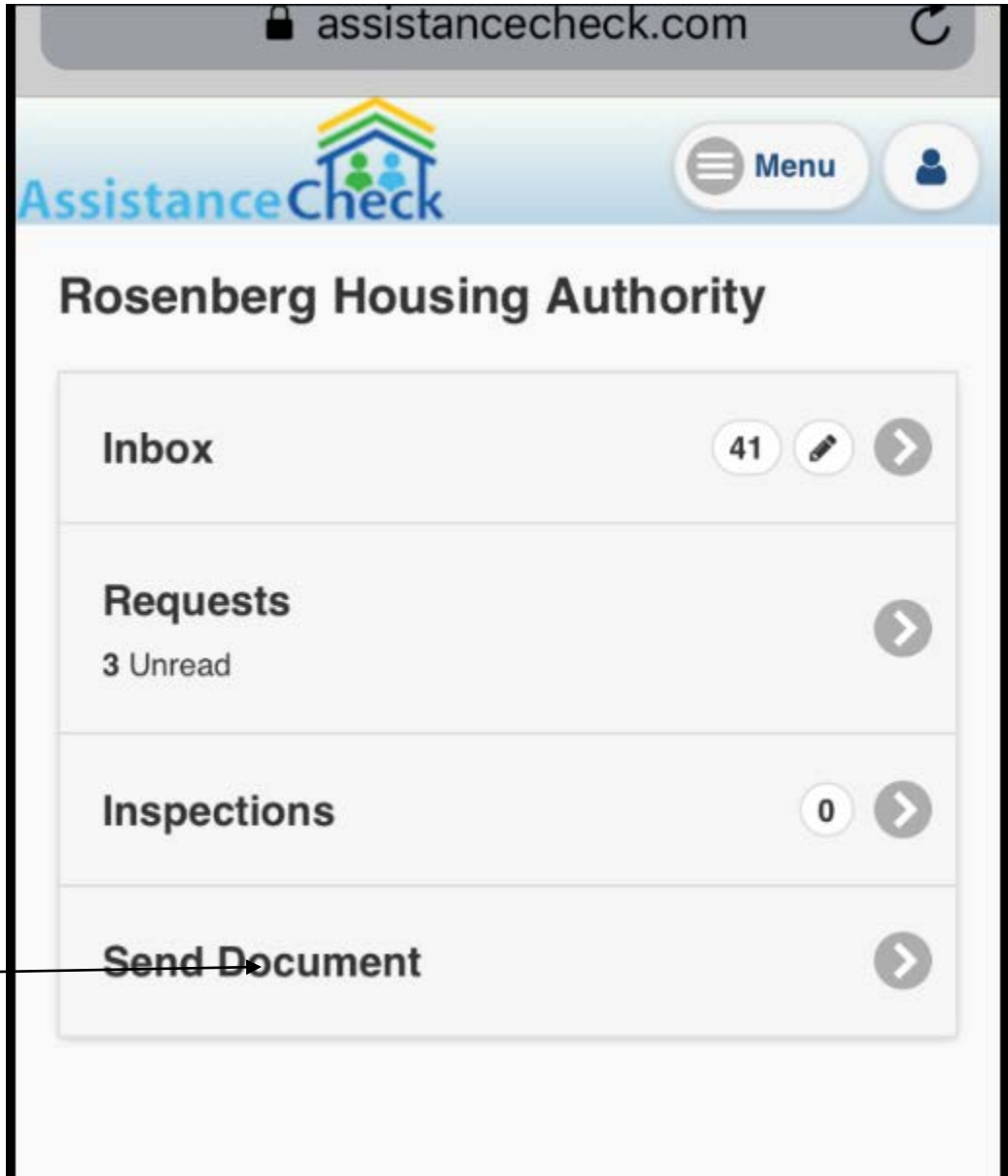


How To Send A Document On a Mobile Device

1. This is what your screen will look like when you first log on. In this example we are adding wages from a job. Click “Send Document”



2. Click “Begin”.

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AssistanceCheck

Menu

Send Document

Use this service to send electronic documents to your case worker at your agency. You may send up to five documents at once, associated with a single Reason for Sending and Associated Request.

[Begin](#)

[Help Video](#)

3. Fill in the blanks and click “choose file”.

File types allowed: 'tiff', 'tif', 'jpg', 'jpeg', 'gif', 'png', 'pdf'
Maximum of 5 documents uploaded.

Reason For Sending

New income

Document Name

Pay stubs

File

Choose File no file selected

No files uploaded

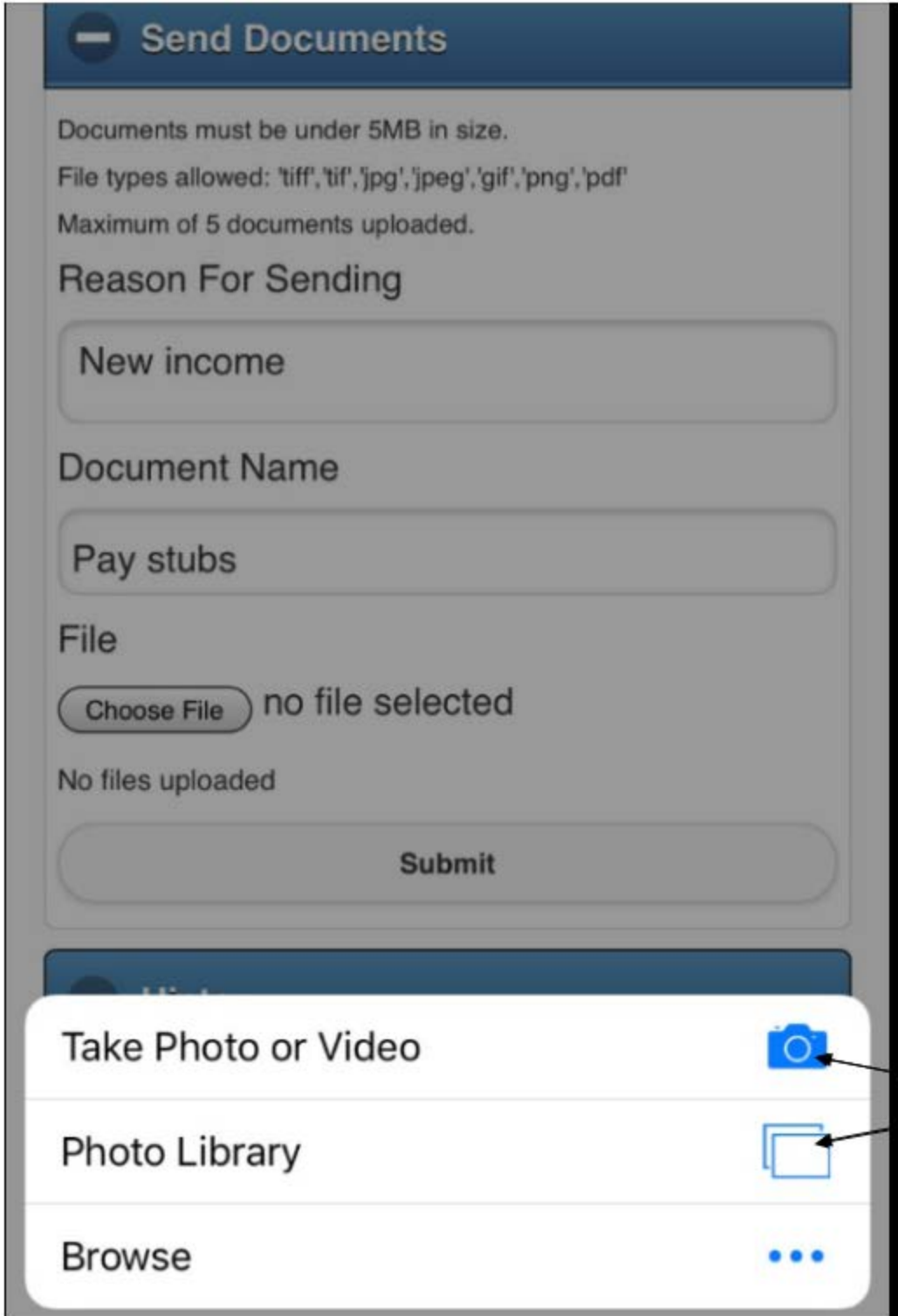
Submit

History

Done

q w e r t y u i o p
a s d f g h j k l
z x c v b n m

4. Your mobile device will you give the option to take a picture or the select a picture already from your photo library. Select the applicable choice.



5. Fill in the blanks, verify that your document is attached and click "submit".

AT&T LTE 9:23 AM 56%

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To get started, click the **Send Document** link in the table below.

Send Documents

Documents must be under 5MB in size.
File types allowed: 'tiff', 'tif', 'jpg', 'jpeg', 'gif', 'png', 'pdf'
Maximum of 5 documents uploaded.

Reason For Sending

New income

Document Name


File

Choose File no file selected

Photo

Paystubs

Submit



6. Once you have successfully uploaded your documents you will see this screen verifying that you uploaded documents. You are finished.

Add New Income

Status: **Submitted**

+ Request Details

- Instructions

Use this service to send an electronic document to your case worker at your Agency. The **History** tab lists all of your status changes, messages & electronic documents.

To get started, click the **Send Document** link in the table below.

+ Send Documents

- History

Document Collected

Feb 27th 2018 - 9:23 AM

Paystubs - New income



*It may take our portal an hour to upload changes and documents to us, please do not call us to ask if we have received your documents or changes.