Upload Direct Verification

Due: Beginning of October before verification notices are sent to households

Completed	Description
	Create an Excel file of applications to be verified.
	Log-on to Direct Certification/Direct Verification
	Click on the Direct Verification link in blue menu bar.
	Check to see if you are on the Upload tab.
	Click on Choose File.
	Browse to find current enrollment file.
	Click on Upload.
	Check upload results.
	If upload was successful, click on Reports at top of page.