

Adding Evidence to an Application

Last Updated: 06/03/2019

Overview

This job aid describes how to add evidence to Income Support and Insurance Affordability Applications.

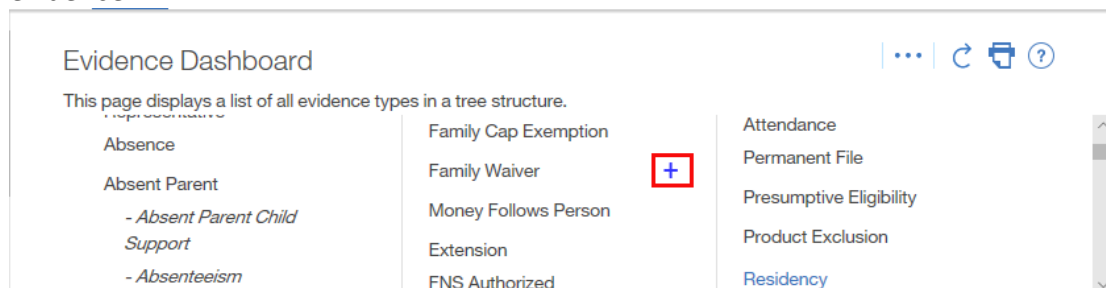
Step-by Step Instructions

1. Navigate to the Income Support Application or Insurance Affordability Application page. Click the **Evidence** tab.



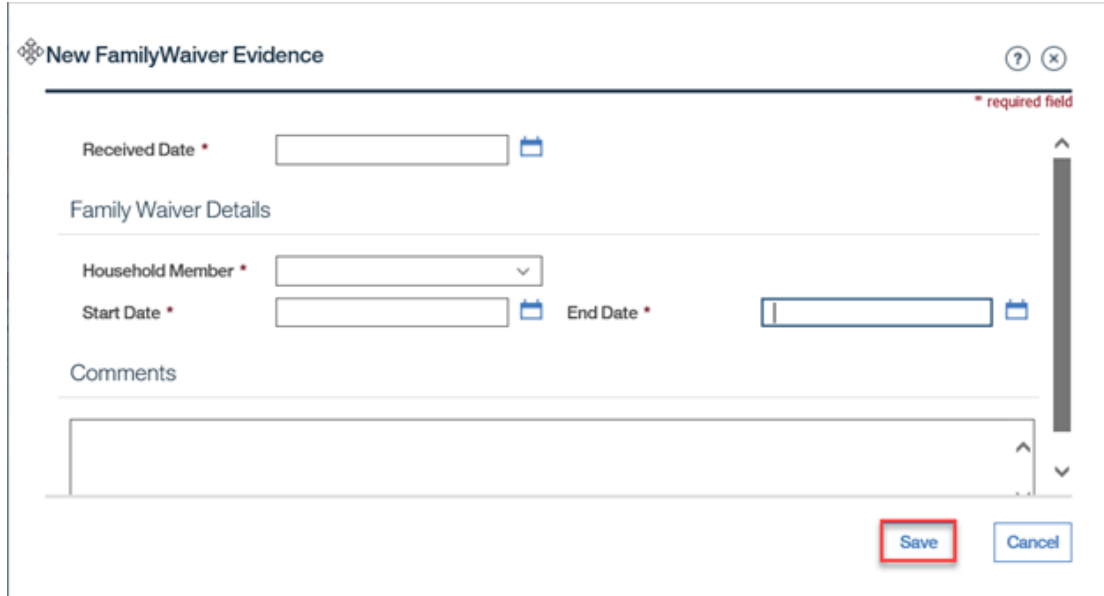
Note: For navigation steps to the Income Support Application or Insurance Affordability Application, refer to *Searching for Applications* or *MAGI Application Search* job aid.

2. The Evidence Dashboard displays. Click the + to the right of the applicable piece of evidence.




Note: For Insurance Affordability Applications, the Evidence page displays. Click the **New Evidence** hyperlink.

3. The New Evidence pop-up appears. Enter the applicable information then click **Save**.





New Family Waiver Evidence ? ×

* required field

Received Date * 

Family Waiver Details

Household Member *

Start Date *  End Date * 

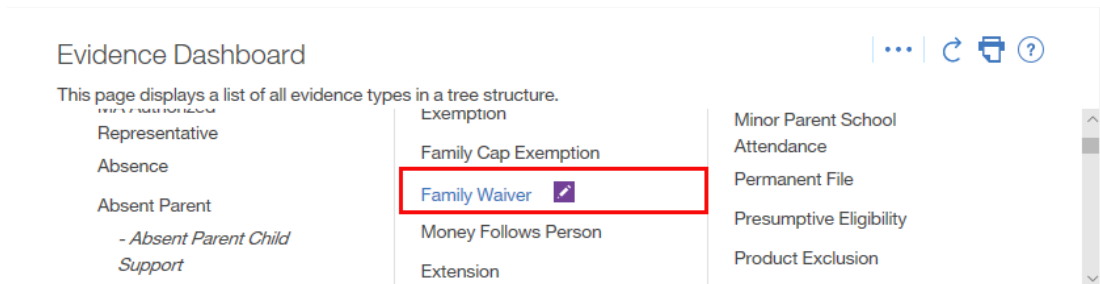
Comments

Save **Cancel**

4. The Evidence Dashboard displays the newly added evidence.


Notes:

- For Insurance Affordability Applications, the Evidence page displays the newly added evidence. To view from the Evidence Dashboard, click the Dashboard folder.
- Click the Refresh icon if the new evidence does not appear in the Evidence Dashboard.



Evidence Dashboard ... ↺ 🖨 ?

This page displays a list of all evidence types in a tree structure.

Representative	Exemption	Minor Parent School Attendance
Absence	Family Cap Exemption	Permanent File
Absent Parent	Family Waiver 	Presumptive Eligibility
- Absent Parent Child Support	Money Follows Person	Product Exclusion
	Extension	