

How to upload documents

to confirm your income or other information

Before you start



Make sure the documents you're going to upload are located on your computer.

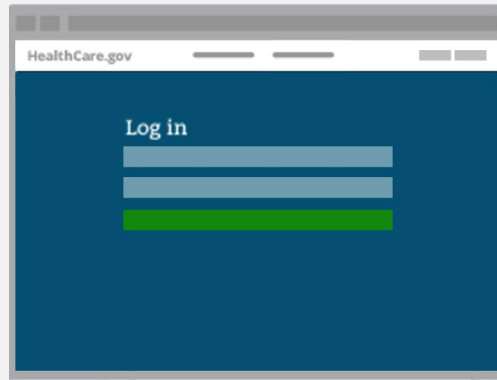


Be sure they follow



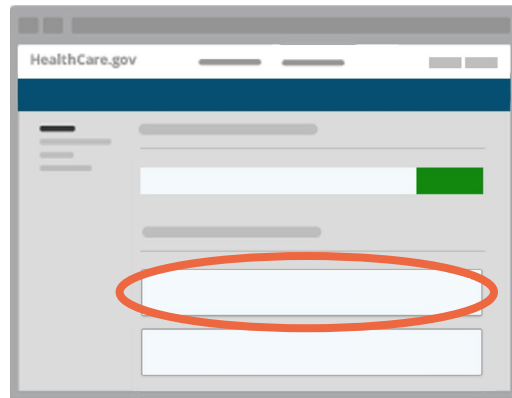
Find out [which documents you can submit](#). 

STEP 1



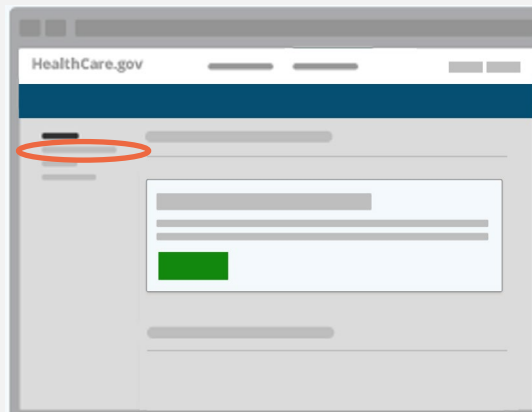
Log into your Marketplace account.

STEP 2



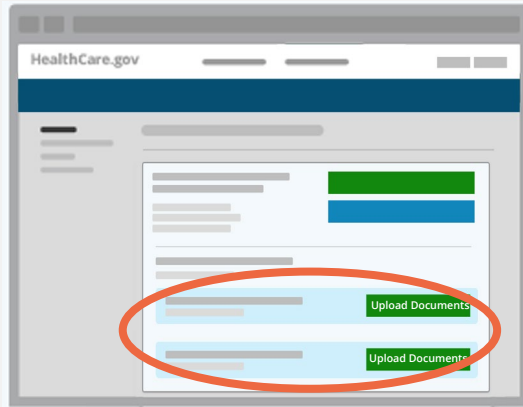
Under **Your Existing Applications**, select the application with the issue. Be sure the application ID number matches the one in your notice.

STEP 3



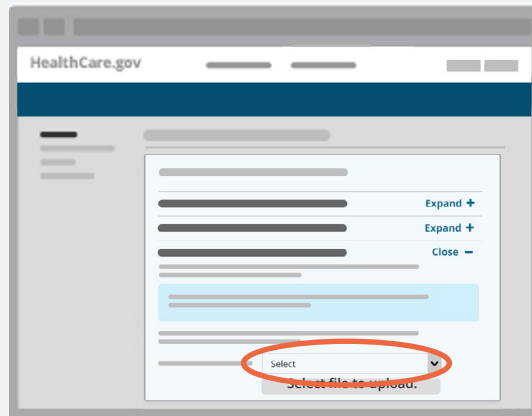
Select **Application Details** in the menu on the left side.

STEP 4



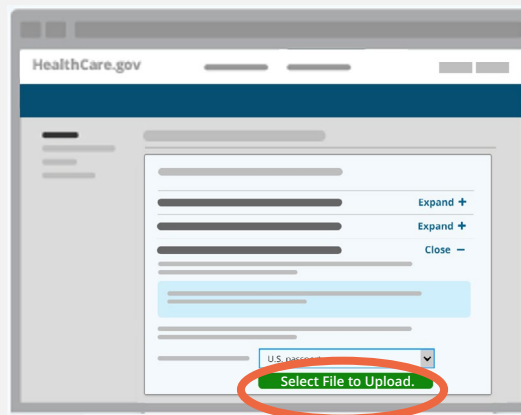
For each issue, select the **Upload Documents** (or **Upload More Documents**) button.

STEP 5



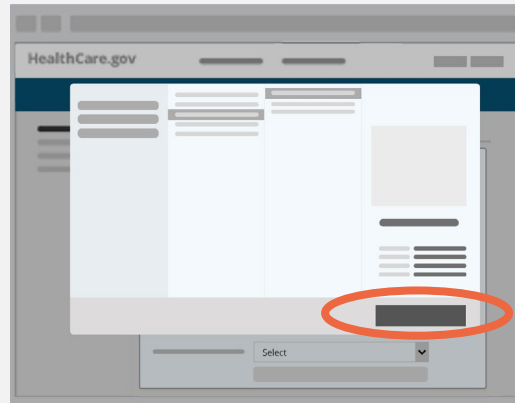
Choose a document type from the drop-down menu.

STEP 6



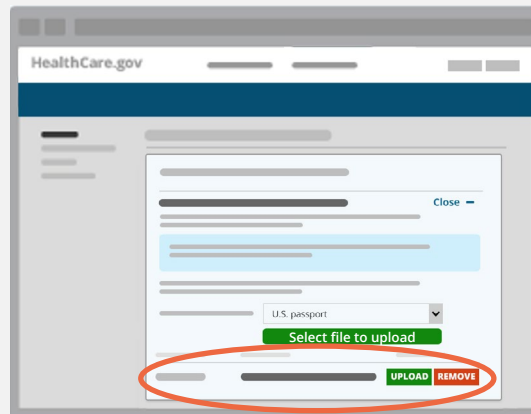
Choose **Select File to Upload**.

STEP 7



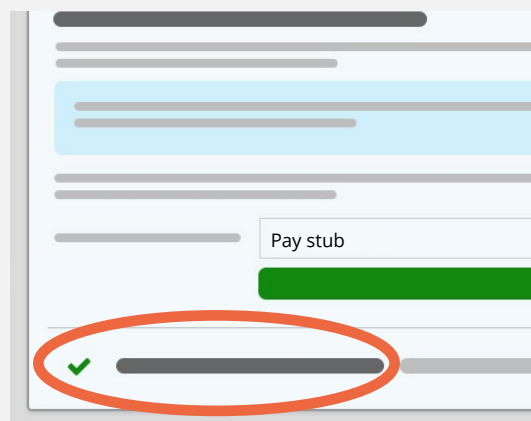
Locate and select the document on your computer.

STEP 8




Select Upload.

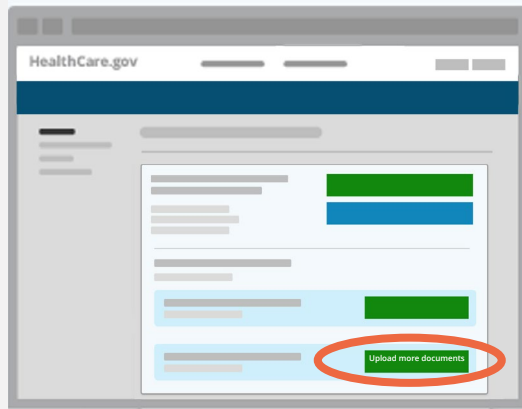
STEP 9



When the upload is successful, a checkmark appears to the left. To upload more files for the same issue, repeat steps 5-9 for each one.

Upload failed? Check document format and size, then try again. If that doesn't work, [see how to mail documents.](#) 

STEP 10



If you have other issues, repeat steps 4-9 for each one. When done, you can log out.

Learn what happens after you upload and get more answers about confirming your information. [↗](#)