How to Upload a Document into DODD PSM Application
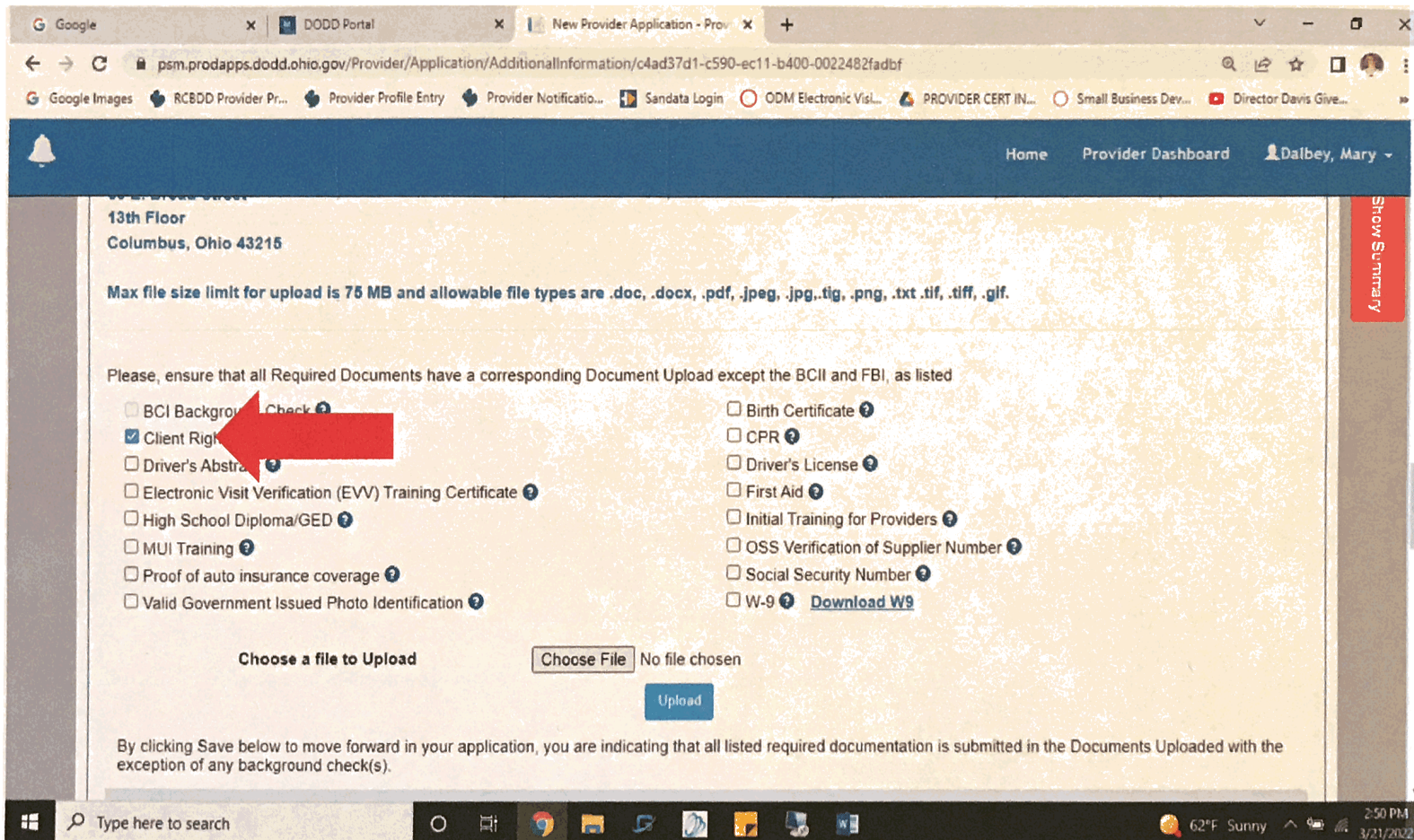
1. Click on the **check box** of the document you wish to upload, which adds a check mark there.

2. Next Click on **"Choose File"** button.

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Max file size limit for upload is 75 MB and allowable file types are .doc, .docx, .pdf, .jpeg, .jpg, .tig, .png, .txt .tif, .tiff, .gif.

Please, ensure that all Required Documents have a corresponding Document Upload except the BCII and FBI, as listed

- ☐ BCI Background Check ❓
- ☑ Client Rights Training ❓
- ☐ Driver's Abstract ❓
- ☐ Electronic Visit Verification (EVV) Training Certificate ❓
- ☐ High School Diploma/GED ❓
- ☐ MUI Training ❓
- ☐ Proof of auto insurance coverage ❓
- ☐ Valid Government Issued Photo Identification ❓

- ☐ Birth Certificate ❓
- ☐ CPR ❓
- ☐ Driver's License ❓
- ☐ First Aid ❓
- ☐ Initial Training for Providers ❓
- ☐ OSS Verification of Supplier Number ❓
- ☐ Social Security Number ❓
- ☐ W-9 ❓ **Download W9**

Choose a file to Upload   Choose File Nc

Upload

By clicking Save below to move forward in your application, you are indicating that all listed required documentation is submitted in the Documents Uploaded with the exception of any background check(s).

3. This will take you to your **Documents** folder where you need to find the correct location of the file you wish to upload. When you locate the correct file, click **"OPEN."**

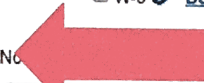4. Once you have opened the correct file, it will show up beside the **"Choose File"** button; see below.

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Please, ensure that all Required Documents have a corresponding Document Upload except the BCII and FBI, as listed

☐ BCI Background Check ❓   ☐ Birth Certificate ❓
☑ Client Rights Training ❓   ☐ CPR ❓
☐ Driver's Abstract ❓   ☐ Driver's License ❓
☐ Electronic Visit Verification (EVV) Training Certificate ❓   ☐ First Aid ❓
☐ High School Diploma/GED ❓   ☐ Initial Training for Providers ❓
☐ MUI Training ❓   ☐ OSS Verification of Supplier Number ❓
☐ Proof of auto insurance coverage ❓   ☐ Social Security Number ❓
☐ Valid Government Issued Photo Identification ❓   ☐ W-9 ❓ **Download W9**

Choose a file to Upload   [Choose File] DODD My...ranscript.pdf

[Upload]

By clicking Save below to move forward in your application, you are indicating that all listed required documentation is submitted in the Documents Uploaded with the exception of any background check(s).

5. Finally, click the blue **"UPLOAD"** button to upload the file to your DODD application. Once it is uploaded, you will not be able to click into that check box again. That shows that you were successful. Just repeat the process with the rest of the required documents.

6. You can view and/or delete your documents in the area directly below the "Upload" button. If you made an error, you can delete the document and try uploading it again.