

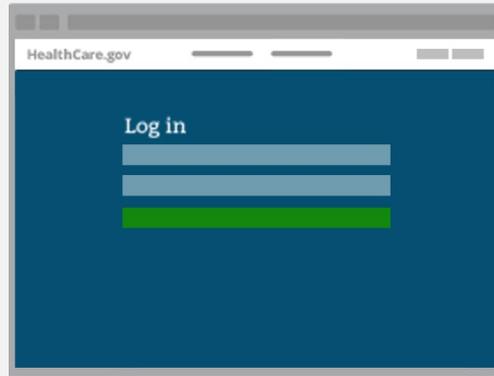
# How to upload documents

to confirm eligibility for a Special Enrollment Period

## Before you start

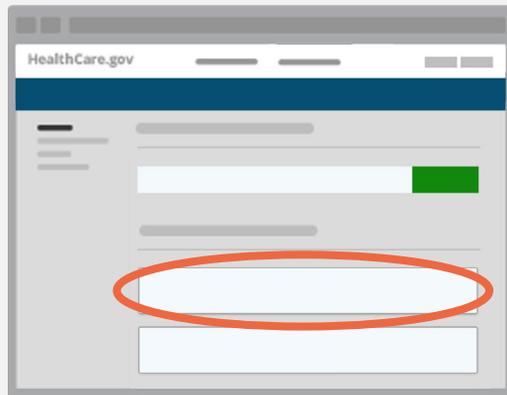
- ✓ Make sure the documents you're going to upload are located on your computer.
- ✓ Be sure they follow .....
- ✓ [See which documents you can submit.](#) 

**STEP 1**



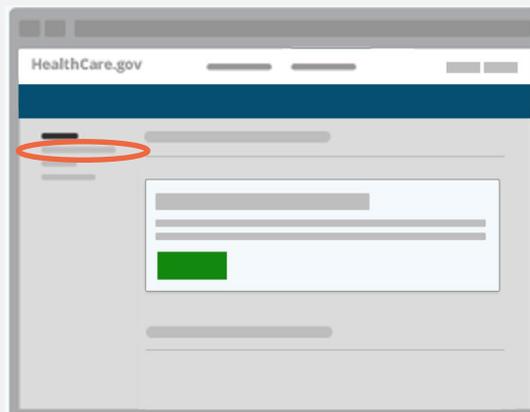
Log into your Marketplace account.

**STEP 2**



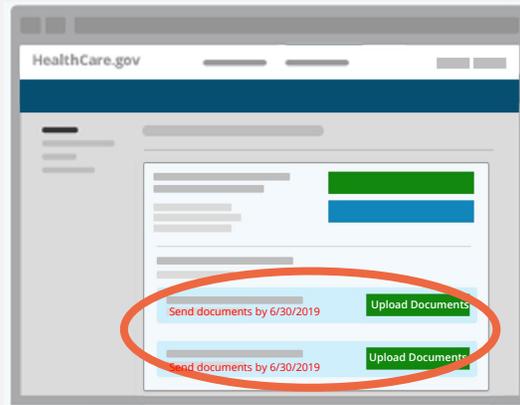
Under **Your Existing Applications**, select the application you used to apply with a Special Enrollment Period.

**STEP 3**



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

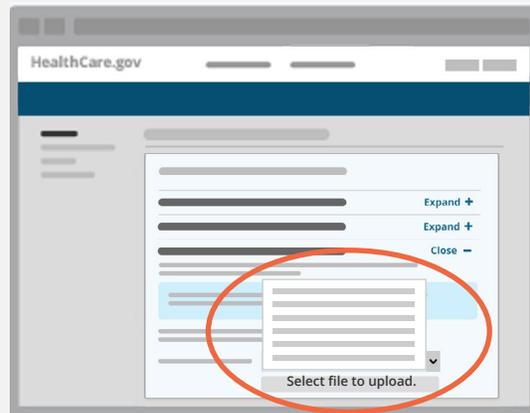
## STEP 4



Under **Send confirmation for your Special Enrollment Period**, select the **Upload Documents** (or **Upload More Documents**) button to the right of the life event you need to confirm.

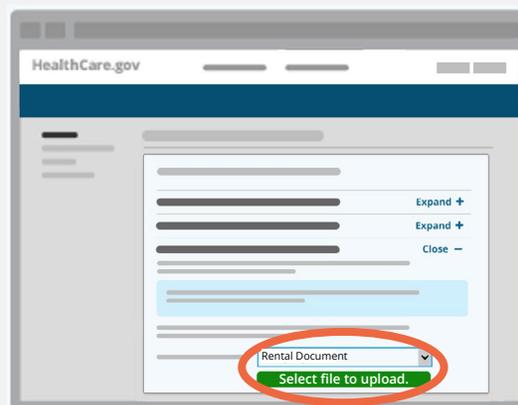
Pay special attention to your deadline noted in red.

## STEP 5



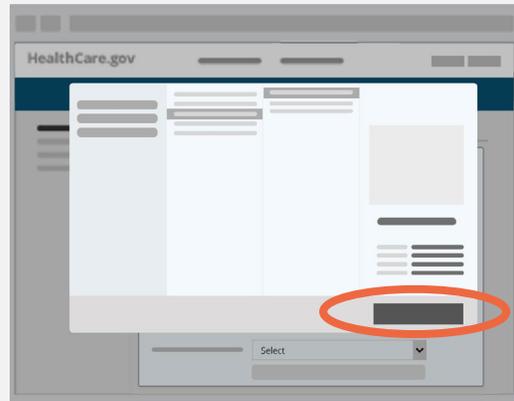
Choose a document type from the drop-down menu.

## STEP 6



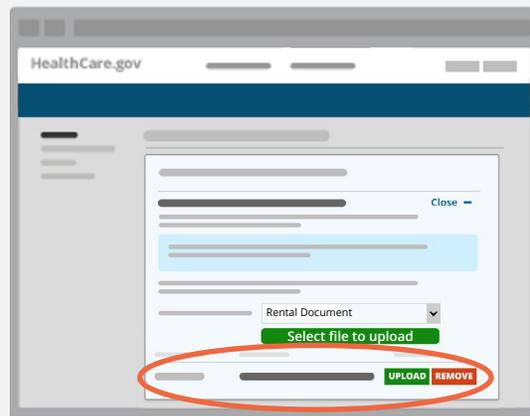
Click **Select File to Upload** button.

**STEP 7**



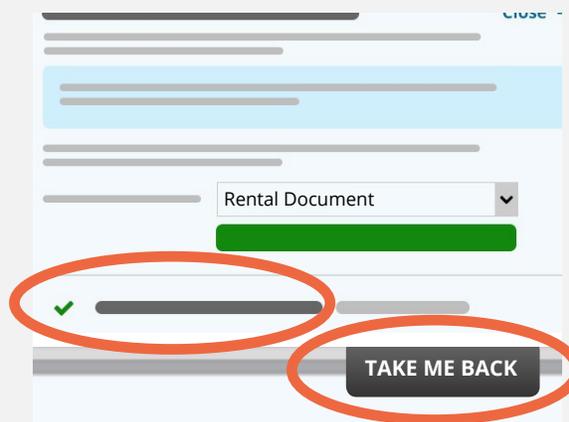
Locate and select the document on your computer.

**STEP 8**



Select Upload.

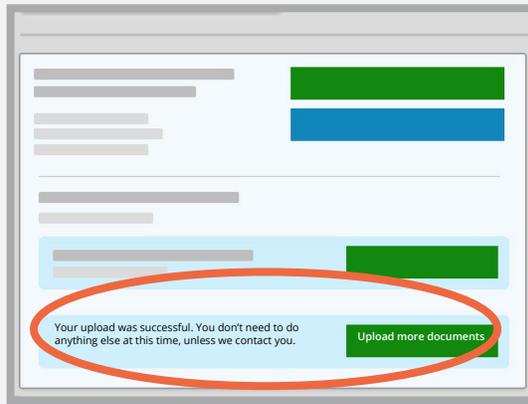
**STEP 9**



When the upload is successful, a checkmark **will** appear at left. **Select Take Me Back** to return to Application Details.

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

**STEP 10**



Below your Special Enrollment Period, we'll tell you if your upload was successful and any next steps. When done, log out.

Learn more about [confirming your Special Enrollment Period.](#) 