How to upload documents

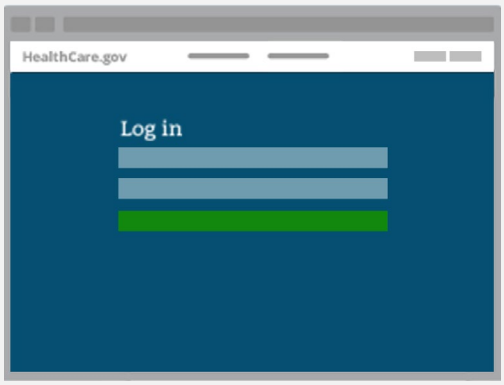
to confirm eligibility for a Special Enrollment Period

Before you start

- Make sure the documents you're going to upload are located on your computer.
- Be sure they follow these format and size rules.
- See which documents you can submit.

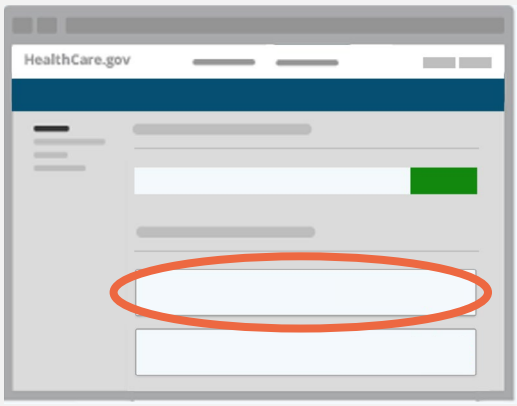
HealthCare.gov

STEP 1



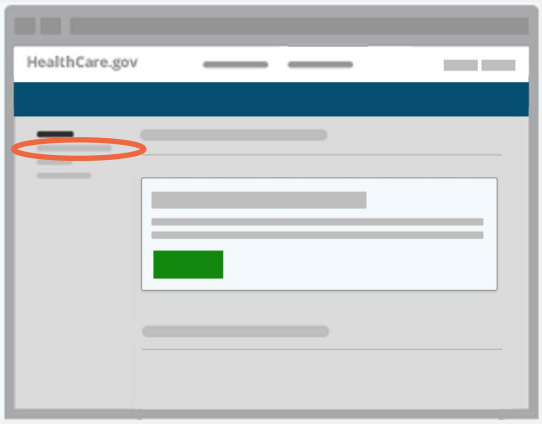
Log into your Marketplace account.

STEP 2



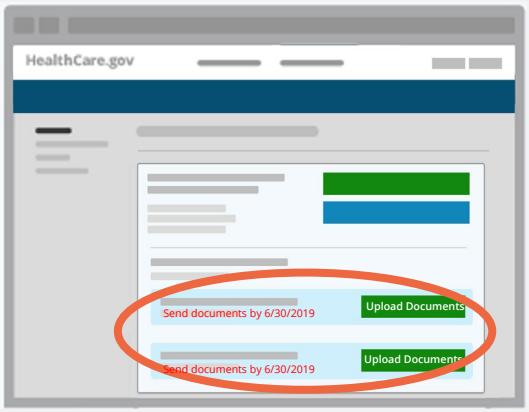
Under **Your Existing Applications**, select the application you used to apply with a Special Enrollment Period.

STEP 3



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

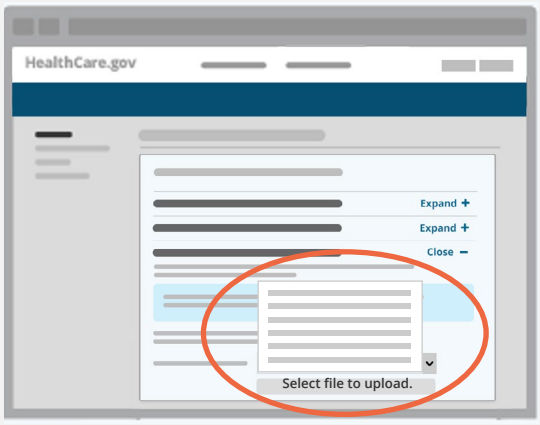
STEP 4



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

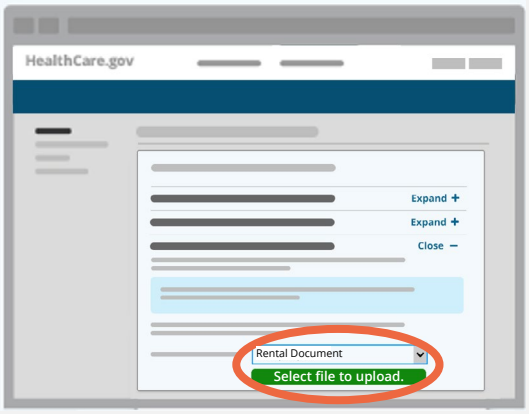
Pay special attention to your deadline noted in red.

STEP 5



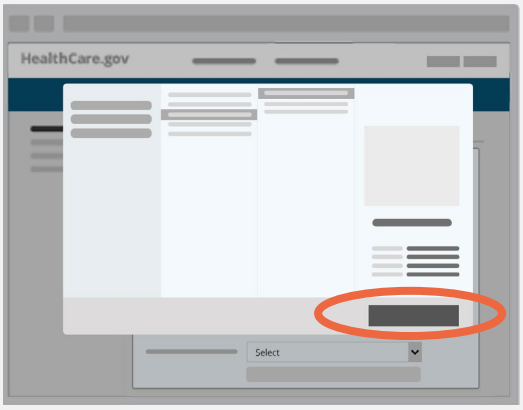
Choose a document type from the drop-down menu.

STEP 6



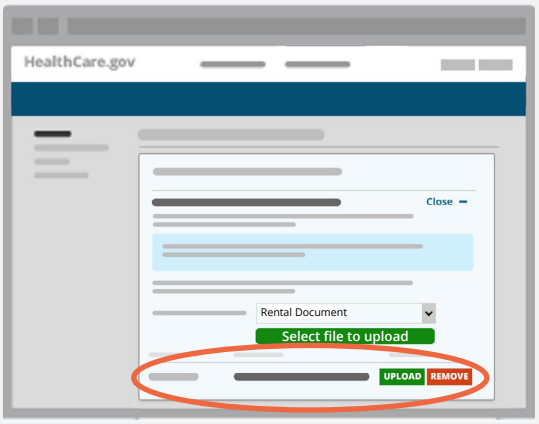
Click **Select File to Upload** button.

STEP 7



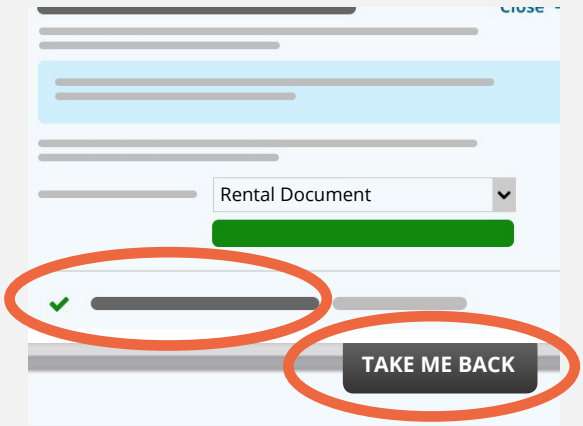
Locate and select the document on your computer.

STEP 8



Click **Upload**.

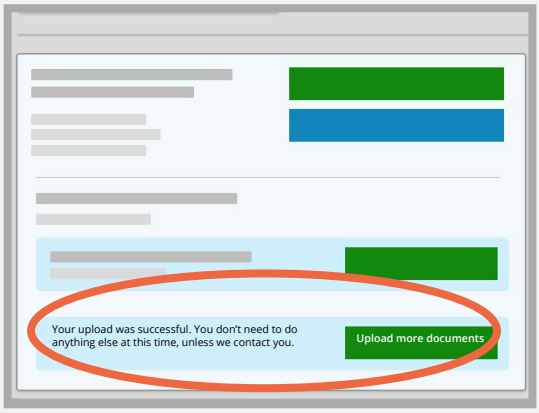
STEP 9



When the upload is successful, a green checkmark appears at left. Click **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.

CMS Product No. 12061
August 2019