How to View/Upload Documents

As part of submitting an application for benefits in the **DCF Self-Service Portal**, you can upload documents to support the information you provided on your application.

To do this, you will first of all sign in to your secure account and click the **View/Upload my documents** link.

You can see a list of any documents previously uploaded with or without an application and select the case number or application to which you want to add documents.

Next, click the **Browse** button to locate the document you want to upload and select the document and click the **Open** button.

The name of the document displays. You can continue adding more documents, if you need to.

Click the **Upload** button.

After you click the **Upload** button, the document file name appears in the list of documents associated with your application or Case Number.

Click the **Cancel** button to return to your **Home** page.

Now you know how to view and upload documents for your application using the DCF Self-Service Portal.

To view or upload documents now, close this window to leave the tutorial.