



Steps to Renew My Benefits

When it is time to renew your benefits, you will be notified by the agency to renew from the DCF Self-Service Portal. When your benefits are ready to be renewed, you will see a link to **Complete a Review** under **Apply for benefits**.

So let's go through the steps now that you can follow.

First of all you will begin by signing into the DCF Self-Service Portal.

Find the **Complete a Review** link under **Apply for benefits** and click the link to start the process.

On the **Review Summary** page, select the case to renew and click the **Save and Continue** button.

You will see the **Complete a Review** page summarizing your review information. On this page you can edit any of your current information, add new information or delete any information that is no longer relevant.

When you are sure that the information is correct, click the **Save and Continue** button.

You can also upload any new documents you might need to support the information you just edited or added. So click the **Browse** button to add a document.

To add a document you will select that document that you want to add, and then click the **Open** button. You can see the document has been added successfully because its name appears just below the **Browse** button

Click the **Save and Continue** button to continue with your review.

After reviewing the information you are ready to submit your review. Electronically sign the review and click the **Submit Application** button.

A confirmation message will display that you can save or print. When you are done click the **Exit** button.

To renew your benefits now, close this window to leave the tutorial.