How to Submit an Application

After you have signed up and logged into the **DCF Self-Service Portal**, you can apply for benefits or view and manage your existing information at any time.

First, you will begin by signing into your secure account. Next, you will click the **Apply for assistance** link.

On the first page, select the type of benefits you are applying for, and click the **Continue** button.

There is a tab for each section of the application. This means that after you complete a section, you can click on its tab to return to that section if you need to. You can also keep track of how far you have to go to complete your application.

Next you will answer questions about yourself. To begin click the **Continue** button. To get started you need to select who is applying for benefits. Depending on your answer additional questions appear. After answering the questions, click the **Save and Continue** button to navigate to the next page.

As you go through the questions you may notice that some have a circle with a letter 'i' after them – this is called a Tool Tip. If you hover over or click on the Tool Tip additional information about the question displays.

At the end of each section, a summary displays all the details entered so far. Take a moment to review your answers. You can change them using the **Edit** button. If you are satisfied with the information you provided and are ready to move on, click the **Save and Continue** button.

Before submitting your application, you'll have a chance to select the office you want to process your application. Office selection defaults based on your address. However, you can select a different office if you choose. After you select your preferred office location, click the **Save and Continue** button.

Next, you can provide copies of any documents that you have that support your application. The documents can be uploaded to the **Verification Documents** screen.

If you are using a mobile device, select the Document Type and click the **Choose File** button. You will see you have the choice of adding a photo from your photo library, taking a photo or video, or choosing a file. Select your desired option to upload your document(s).
If you are using a computer, select the Document Type and click the **Choose File** button. Then locate the document(s) you wish to upload.

The document has been added successfully if the name of the document appears just below the **Choose File** button.

To add more documents, repeat these steps as many times as you need. You can also return to DCF Self-Service Portal later and upload additional documents.
Click the **Save and Continue** button to continue submitting your application.

After submitting your signed application, you will be given **a confirmation number** and the name of the DCF office where your application has been received. If you have any questions, you can call the office and use your confirmation number to help them locate your application.

Once you've completed your application you can save a copy or print it from the confirmation page.

Also, after your application is finished, you may apply for Medical benefits. Click the **Apply for Medical** button, to complete the application. Click the **Exit** button to return to the **Home** page.

On the **Home** page, you will find links that will allow you to check the status of your application and view or upload additional documents. Additionally, there will be a message in the **Message Center** that you can review now or later on.

You may save and leave your application at any time. Once you return, you may pick-up where you left off.