HOW TO SUBMIT DOCUMENTS AFTER SUBMITTING AN ONLINE APPLICATION

1) Log in to your PCHP Online Application account.
2) Click “Apply/Recertify/Continue”.

3) Click “Continue where you left off”

4) Click “Documentation” and then click on “Next”.

The following documents are needed to determine eligibility for most programs:

1. Proof of Social Security Number (social security card or other official document showing the so
(Note if submitting a recertification for continued enrollment and you previously submitted p
2. One (1) Proof of Identity such as:
   a. Social Security Card
   b. Birth Certificate
   c. U.S. Passport
3. One (1) Proof of Pinellas County Residency such as:
   a. Driver’s License/Florida ID
   b. Car registration
   c. Utility bill
4. If not a US Citizen born in the United States:
   Proof of U.S Citizenship/resident status/asylee status
5. If you have a job; proof of income for the past month (4 weeks)
6. If you are self-employed:
5) Click the “click here” link.

6) Upload all the documents that are required. Once you click “Upload”, the documents will be automatically transferred to our system.