Cleveland and EdChoice Scholarship Program
Income Verification Portal Quick Guide

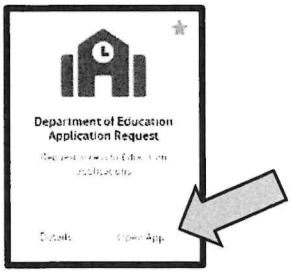
Parents/Guardians may use the Scholarship Program's Income Verification system to enter and submit their income information electronically to the program to verify their income status. Users must enter their household member information, income information, and upload supporting income documents directly into the online system. This system may be used in place of the paper form used for this process. Having an online system helps eliminate mailing paper documents, offering a faster and more secure process.

Note: When accessing the system, please use a desktop or laptop computer as the system is not easily accessible on a mobile device.

ACCESSING THE INCOME VERIFICATION SYSTEM

1. To access the online Income Verification System, parents/guardians must create an OH|ID account by going to this link, https://safe.ode.state.oh.us/portal.
    a. You **must** use your State of Ohio ID card or Ohio driver's license when setting up the account.
    b. If you have an existing Department of Education (formerly SAFE) profile, you will be able to link your profile to your new OH|ID account once your account is established.
2. Once created, log into your OH|ID account to complete the Department of Education Profile Setup.

3. In the setup process, select the role ***I am a parent signing up for Scholarship Income Verification program***.
4. If you did not get the income verification option, or already had an OH|ID account, you should run the Department of Education Application Request by clicking on Open App (see arrow).



5. This is the Income Verification tile that should be listed in the My Apps section of your OH|ID account.

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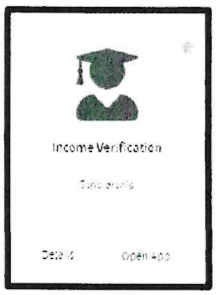
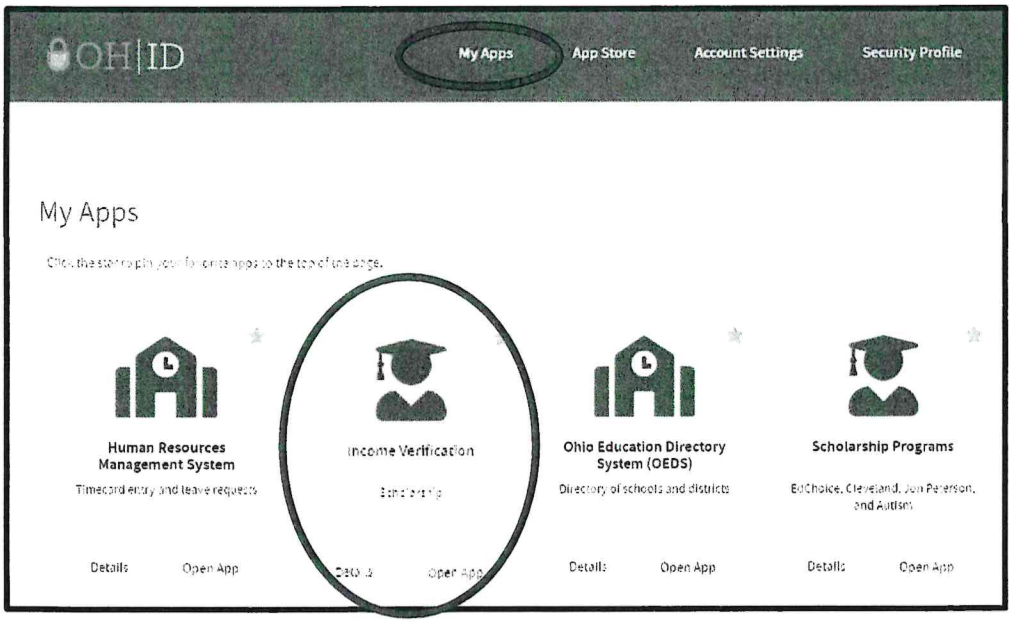


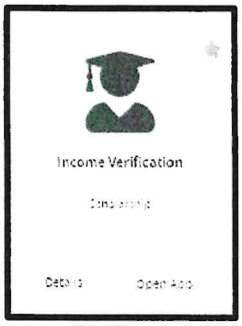
ENTERING INFORMATION INTO THE INCOME VERIFICATION SYSTEM

1. Log into your OH|ID account. When accessing the system, please use a desktop or laptop computer. The system is not able to be used on a mobile device.

2. Select the **My Apps** link from the menu bar.



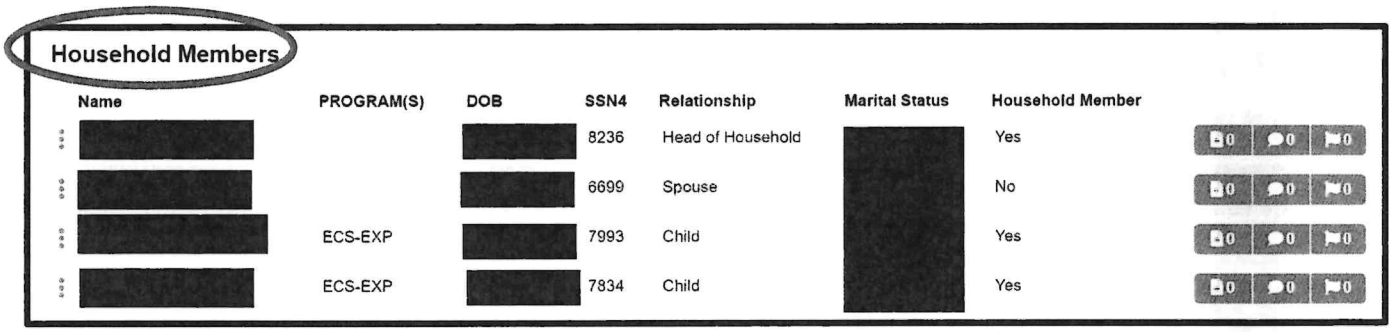
3. Next scroll through the application tiles to find the Income Verification tile.



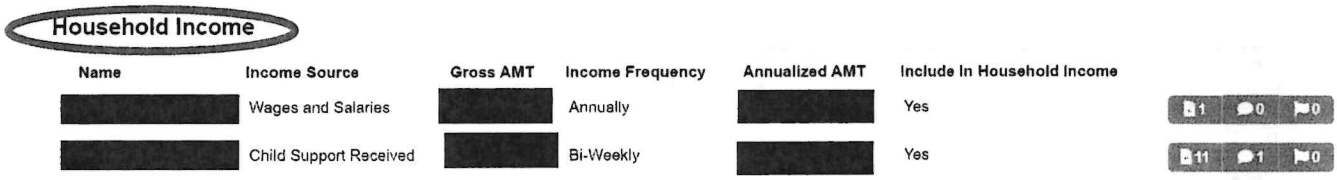
4. Click Open App on the application tile to launch the app.

5. Next click Go to Income Verification to begin entering data for the Income Verification.

6. Enter household members in the first section labeled **Household Members.**

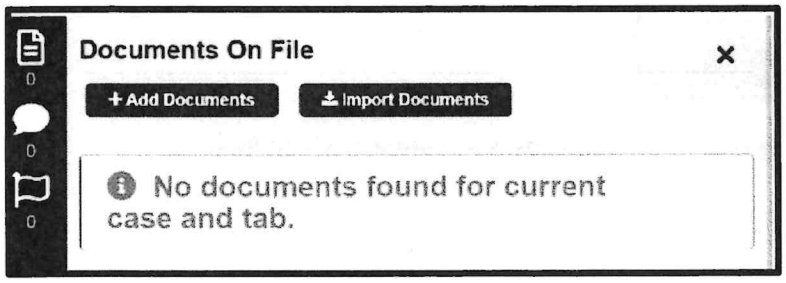


7. After all household members are entered, income must be entered. Scroll to the second section labeled **Household Income** to enter the household income. Income documentation must be uploaded for all income types that have been entered.



8. At the **Household Income** section, click the upload button for each row added. It is the first green button displaying a picture of a document located to the right of each row of household income entered.

9. A dialogue box will open on the left-hand side of the screen. Click the + Add Documents button.



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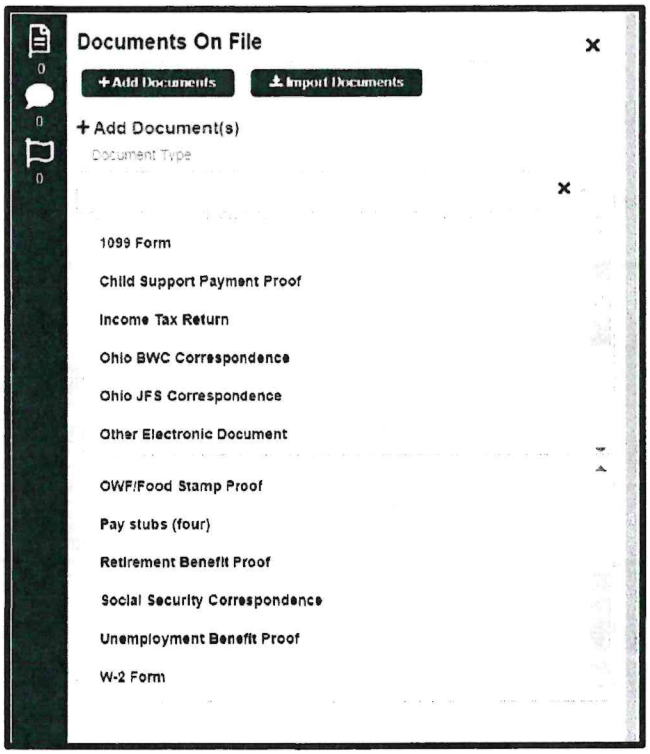
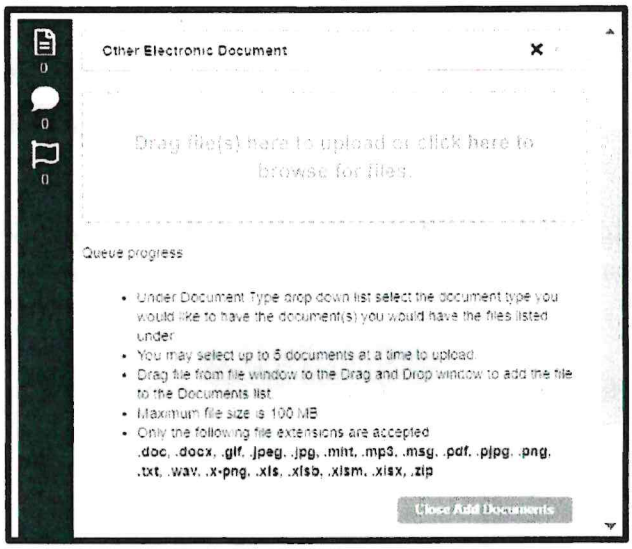
10. Select a ***Document Type*** based on the type of income that was entered.



11. Upload documents saved on your computer.



12. Click the **Close Add Documents** button at the bottom of the list to complete each upload.

13. Repeat steps until all income documents are added for each row of income entered.

14. This process is the same for **Household Deductions** which is the section just below **Household Income.**

15. Once you are done with all entries of household members and income, scroll to the top of the page to click the **Submit** button.

16. Once submitted, you will receive three (3 ct.) system automated messages notifying you of the following:
    1. when income verification has been submitted, then
    2. when income verification is under review, and
    3. when income verification is either completed or needs correction.
    - If you receive notification that corrections are needed, you must log back into your OH|ID account to review the comments and flags, make the necessary corrections and/or provide the requested information and click the **Resubmit** button for another review.

17. Monitor your email for updates on your income case after you have submitted it. The email notifications are confirmation of your submission and status of the review.

18. Parents can log into their own OH|ID accounts at any time to monitor the status.

19. If you forget your password or have difficulty accessing your OH|ID account, use the link on the sign-in page to contact the Help Desk for assistance.

For questions, please contact the Office of Nonpublic Educational Options at (877) 644-6338 or visit the Department's website