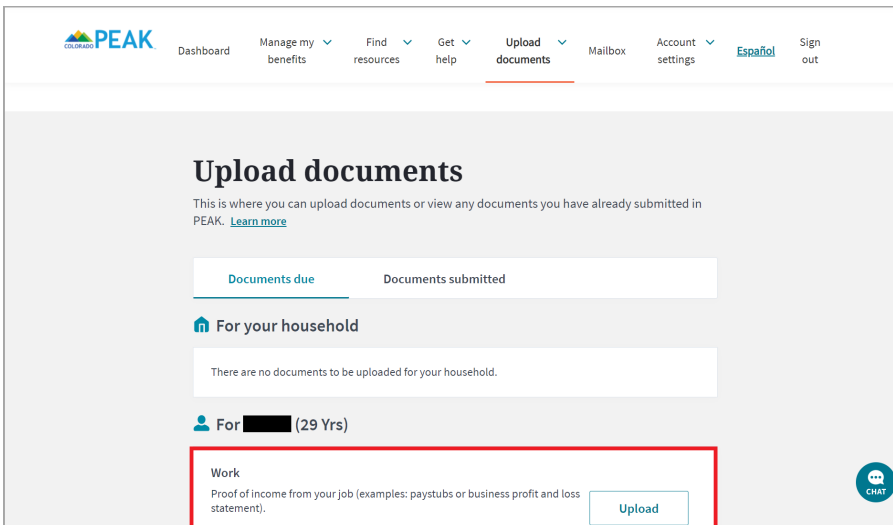Applicants and clients may upload documents that are needed to determine program qualification either at time of application submission or thereafter. A PEAK account is needed to upload documents if the application has been previously submitted. Documents may be needed to verify application information when an application is submitted, when there is a change in household or case information, and during recertification. This guide provides an overview of how to upload documents electronically through PEAK, as well as where to view uploaded documents.
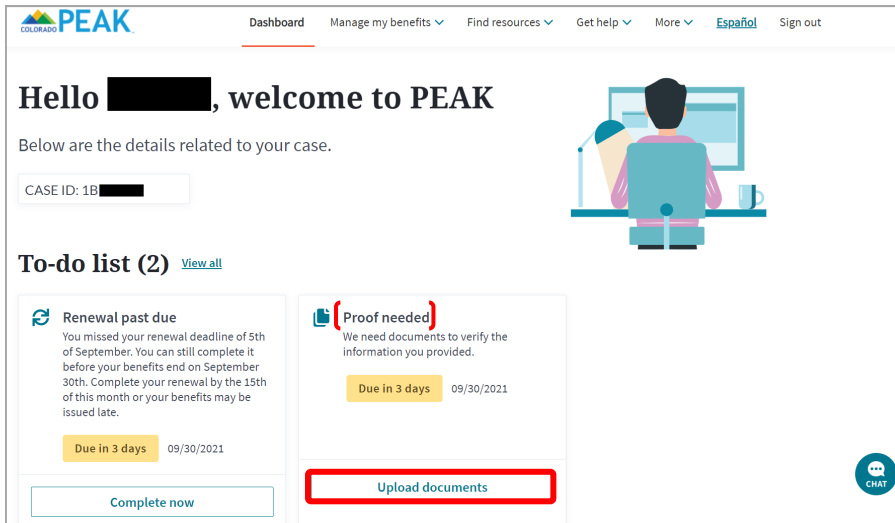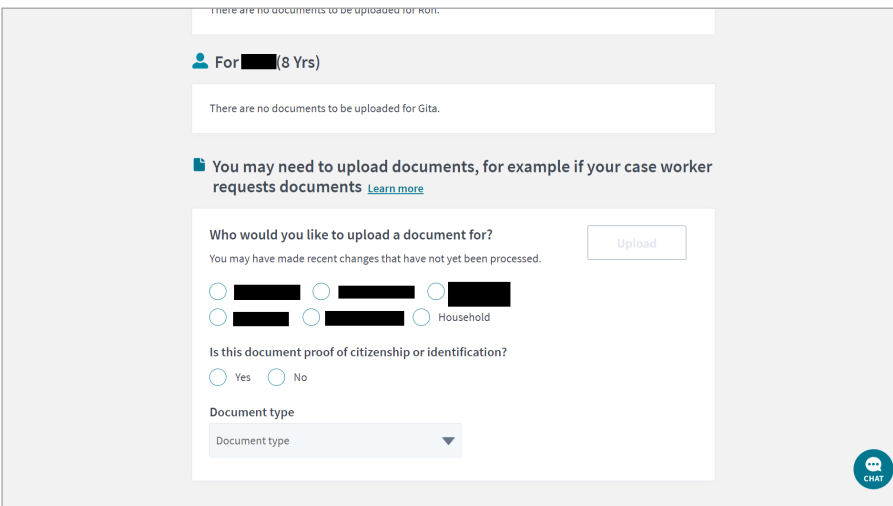

1a. After logging in, there may be items on the **To-Do List** requesting documents. Select **Upload Documents** to begin.
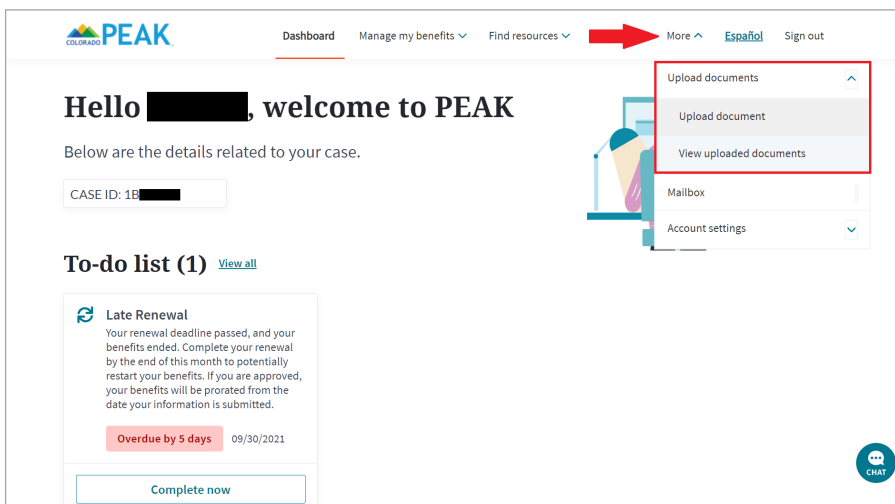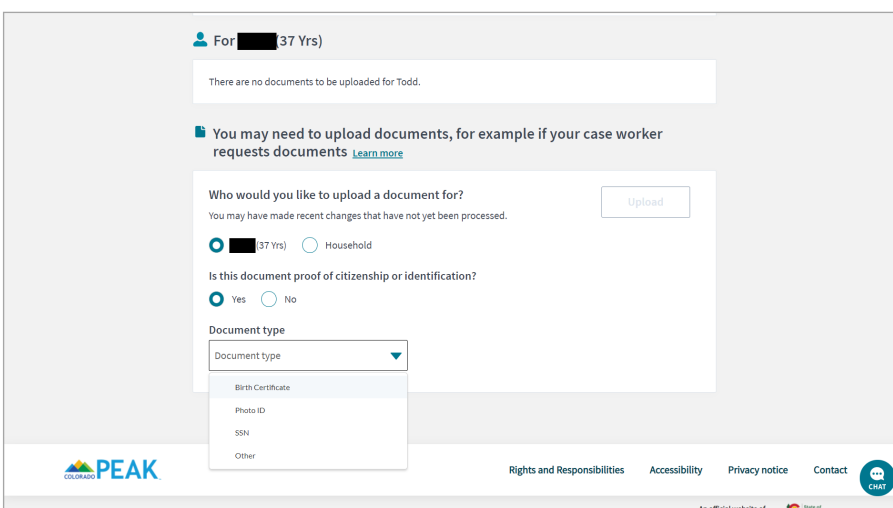

1b. If there are no requested documents on the To-Do List, Select **Upload document** from the More menu at the top.

Upload documents

This is where you can upload documents or view any documents you have already submitted in PEAK. Learn more

Documents due	Documents submitted

🏠 **For your household**

> There are no documents to be uploaded for your household.

👤 For ▮▮▮ (29 Yrs)

Work
Proof of income from your job (examples: paystubs or business profit and loss statement).   [Upload]

💬 CHAT

2a.   On the **Upload Documents** page, you will see any items being requested. Select **Upload**.

There are no documents to be uploaded for Ron.

👤 For ▮▮▮ (8 Yrs)

> There are no documents to be uploaded for Gita.

📄 **You may need to upload documents, for example if your case worker requests documents** Learn more

Who would you like to upload a document for?   [Upload]
You may have made recent changes that have not yet been processed.

○ ▮▮▮   ○ ▮▮▮   ○ ▮▮▮
○ ▮▮▮   ○ ▮▮▮   ○ Household

Is this document proof of citizenship or identification?
○ Yes   ○ No

Document type
[Document type ▾]

💬 CHAT

2b. If there are no requested documents , scroll down the page to the section that says **Who would you like to upload a document for?**

👤 For ▮▮▮ (37 Yrs)

> There are no documents to be uploaded for Todd.

📄 **You may need to upload documents, for example if your case worker requests documents** Learn more

Who would you like to upload a document for?   [Upload]
You may have made recent changes that have not yet been processed.

● ▮▮▮ (37 Yrs)   ○ Household

Is this document proof of citizenship or identification?
● Yes   ○ No

Document type
[Document type ▾]
- Birth Certificate
- Photo ID
- SSN
- Other

Rights and Responsibilities   Accessibility   Privacy notice   Contact   💬 CHAT

An official website of ▮ State of COLORADO

(continued from 2b)

Select the **person or Household** and choose **what type of document** is being uploaded.

The **Upload** button will be active after you enter this information.
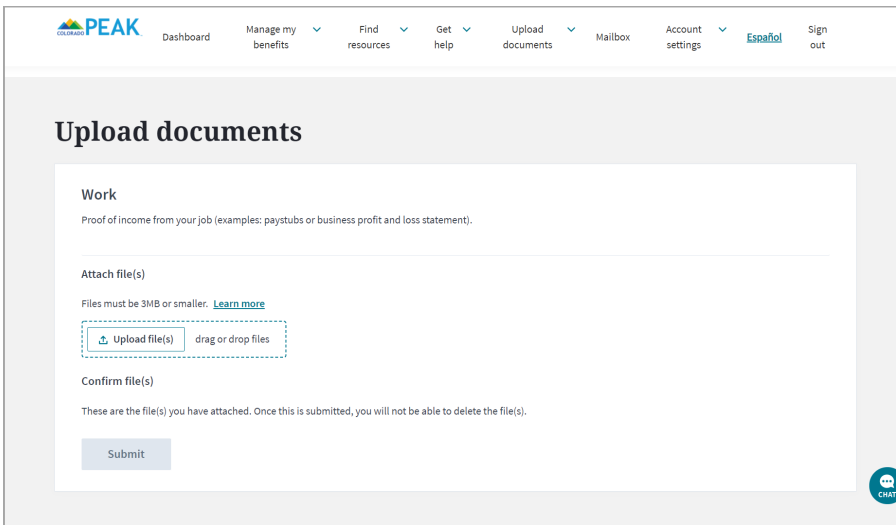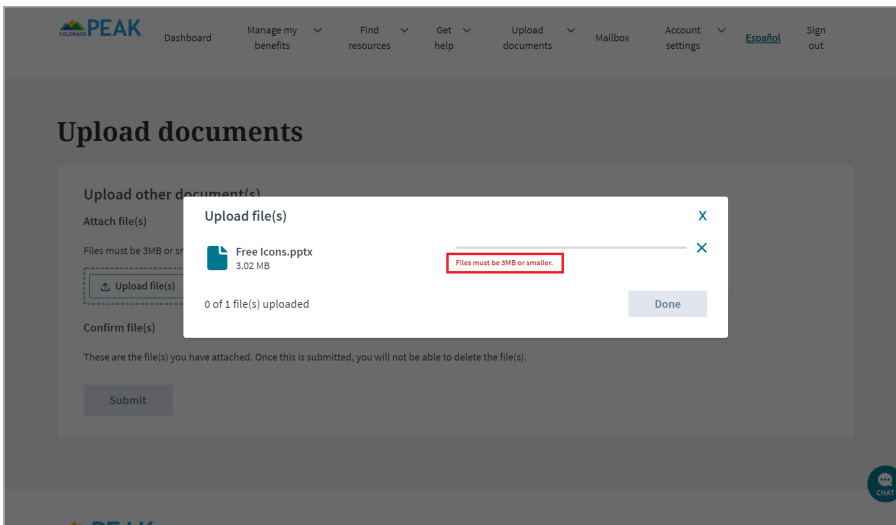
3. Click **Upload file(s)** to select your file (or drag & drop files into this window.)
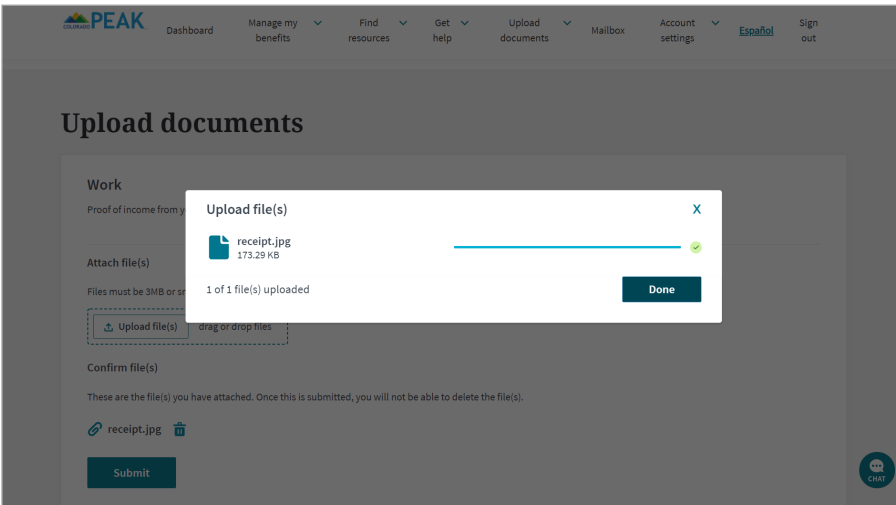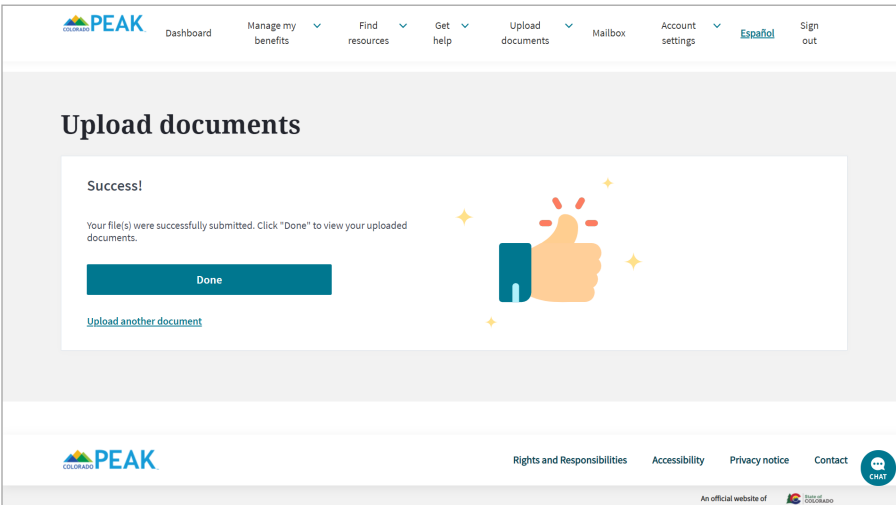

4. When the file is successfully attached, the progress bar is complete and there is a green check. Click **Done**.
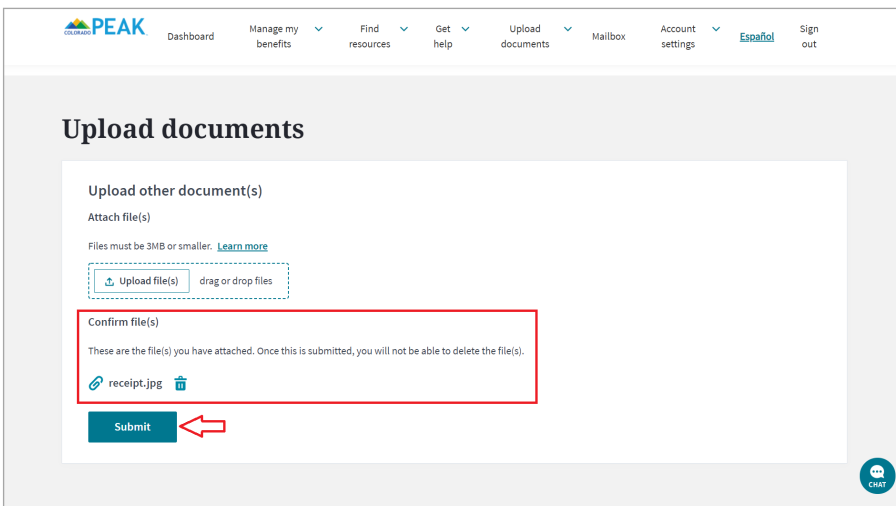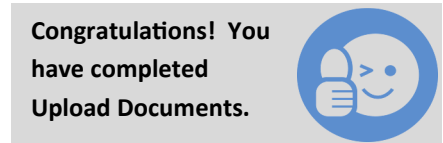

5. You can confirm the attachment or click the trash can to delete.

Click **Submit**.

6a. If the file is too big, you will see an error.

6b. When the file is successfully uploaded, you will a **Success!** message. From here, you can click **Done** *or* **Upload another document.**

Congratulations! You have completed Upload Documents.

For those with a PEAK account, previous Document Uploads may be viewed, as well as new documents uploaded, from the Upload Documents page.

1. From the top menu, select **More**, then **View uploaded documents**.

2. You can click **View** to see any documents that have been submitted. The document will open in a new tab.

Congratulations! You have completed View Uploaded Documents.