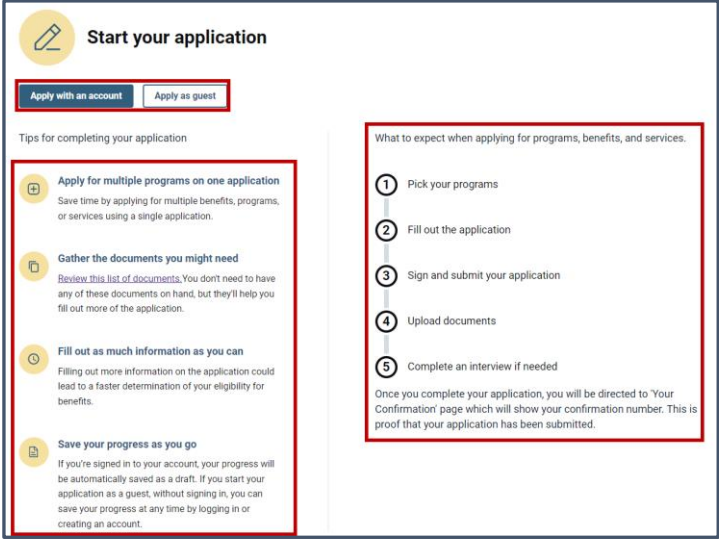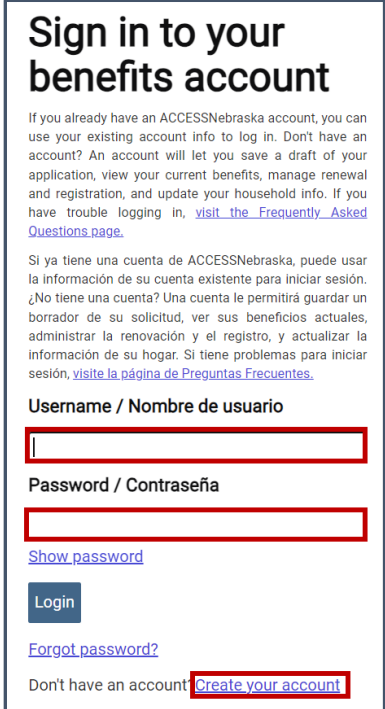# HOW TO COMPLETE A MINIMAL SUBMIT APPLICATION AND PRINT OR SAVE THE APPLICATION

Description: This guide provides the steps required to gain a basic knowledge of how to apply for benefits and services offered on the iServe Nebraska Portal with a minimal submit application.

Step #	Procedure
1.	Access the **iServe Nebraska Portal** landing page directly from the DHHS homepage at https://www.dhhs.ne.gov/.
2.	On the **Portal** landing page, click the **Apply for Benefits** button.

Step #	Procedure
3.	The **Start your application** page displays. Review the **Tips** and **What to Expect** sections. Then, click the **Apply with an account** or **Apply as guest** button.
4.	If you choose to **Apply with an account**, you will be routed to the **Sign in to your benefits account page** to log in. **Note:** If you do not have an iServe Nebraska account yet, click on the **Create your account** link to begin account creation.

Step #	Procedure
5.	If you choose to **Apply as guest**, you will see a pop-up screen asking you to confirm your choice. Click **Yes, apply as a guest** to continue. **Note:** It is not required to have an account to apply, though applying as a guest you risk losing your progress if you leave the site before completing the application or lose your connection. **Do you want to apply as a guest?** When you choose a guest experience, if you leave the site or lose connection you may lose your data that you previously entered in your application. With an account, you can save a draft of your application, view your current benefits, complete renewal and recertification, and flag any household changes. Basically, your account gives you better access to your current and future benefits. Yes, apply as a guest No, apply with an account This is a government computer system. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213(A), 7213A (the Taxpayer Browsing Protection Act), 7431 and Health Insurance Portability and Accountability Act of 1996. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. Additional information may be found at the Nebraska DHHS System Website Disclaimer under 'Disclaimer'.
Note:	• Creating an account and applying with that account is the preferred method. When you have an account, you can save your progress as you go. The draft application will remain on the portal for 30 days. • Completing the application as a guest requires that you complete the application in one sitting. You will not be able to save your progress.
6.	The **Select the programs you want to apply for** page displays. Scroll down the page and click anywhere in each box that contains the program you want to apply for in the following categories: ▪ Healthcare ▪ Food and Energy ▪ Refugee Assistance ▪ Family and Children ▪ Aged and Disabled
7.	Review the programs you selected to ensure they are accurate. Then, click the **Save and continue** button.

Step #	Procedure
8.	The next page will display the **Notice of Information Privacy Practices** and additional information you need when applying for benefits. Review the information displayed and click the applicable button at the bottom of the page to move forward.

9.	At this point, you will click the **Start** button in the **Personal Information** section to begin completing the application.
	
	Note:
	  ▪ The questions that will display are relevant to the information you provide so the questions can vary for each individual completing an application.
	  ▪ As you complete each section, it is marked as completed to help you track your progress.
	  ▪ A review page displays after you complete each section. You will have the option to review/edit your entries on this page.
	  ▪ You can return to any previous page by clicking the **Back** link at the top of each page.

10.	A review page displays midway through the **Personal Information** section so you can review/edit your entries. **Let's review your information so far** **Program Selection** Programs Selected Edit Medicaid **Help paying for healthcare** Do you want to find out if you can get help paying for Edit health coverage? Yes. Select "Yes" if you wish to apply for Nebraska Medicaid or the Advanced Premium Tax Credit (APTC). **To start, please tell us about yourself**
11.	You can opt to submit a minimal submit application by clicking the **Submit application now with only the above information** link. Alternatively, youj can click the **Continue your application** button to finish the **Personal Information** section. **Continue your application** Submitting now means that a caseworker has enough information to start reviewing your case. We may need to follow-up with you to get more information. Submit application now with only the above information

Step #	Procedure
12.	You will be prompted to confirm you want to submit your application now. Clicking the **Submit Application Now** button will take you directly to the final section of the application. **Are you sure you want to submit your application now?** You may submit your application at any time after you have entered your name, address and signature. However, all remaining information or additional verifications may be needed for this application in order to process your request for assistance. We may need to reach you for more information. **Continue your application** **Submit Application Now** Submitting now means that a caseworker has enough information to start reviewing your case. We may need to follow-up with you to get more information.
13.	After successfully completing all the required sections, you will be routed to the **Finishing Up and Submission** section. You will be presented with a series of optional questions such as: • Additional information about your situation • Their location when completing the application • Voter Registration options • Ethnicity and race demographics
14.	Lastly, you will be required to read and agree or disagree with the **Attestation** statements, and the **Rights and Responsibilities** related to the type of benefits and services you are applying for.
15.	On the final page of the application, you are required to type your full name which serves as your electronic signature. Then, click **Sign and Submit** and wait for the confirmation page to display. **Note: Please be patient after clicking Sign and Submit. Clicking the Escape key or the Back button; could interfere with the application submission.**

Step #	Procedure
16.	If you need to include supporting documentation with your application, click the **Upload documents** button on the confirmation page.

Print or Save an Application

Step	Description
1.	To **save** or **print** a copy of your completed application, click **Download your application (PDF)** on the **Your confirmation** page. This will open your application in a PDF document**.** To **save** click on the **Download** icon or to **print** click on the **Printer** icon. **Note:** Once you leave this page, these options are no longer available. If you want a copy of the application, you must make a selection before leaving the **Your confirmation** page.