

## 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 <b>iServe Nebraska Portal</b> landing page directly from the DHHS homepage at <u>https://www.dhhs.ne.gov/</u> .		
2.	On the <b>Portal</b> landing page, click the <b>Apply for Benefits</b> button.		
	Apply for benefits and find the help you need		
	iServe Nebraska is a convenient new way for Nebraskans to apply to get help with <b>food</b> , <b>utilities</b> , <b>healthcare</b> , <b>childcare</b> , and other essential needs.		
	Nebraskans can apply for a single benefit, or several at the same time.		
	Explore Benefits Apply for Benefits Manage Benefits		
	Continue Application		

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3.		e <b>Start your application</b> page displays. Review the <b>Tips</b> and <b>What to Expect</b> sections. Then, k the <b>Apply with an account</b> or <b>Apply as guest</b> button.		
	Start you	Start your application		
	Apply with an account	oply as guest		
	Tips for completing your applic	ation What to expec	t when applying for programs, benefits, and services.	
		multiple benefits, programs,	ur programs	
	Gather the documents	you might need	the application	
		on hand, but they'll help you ation.	d submit your application	
	Fill out as much inform	nation as you can	te an interview if needed	
	lead to a faster determina benefits.	Once you com Confirmation	plete your application, you will be directed to Your age which will show your confirmation number. This is application has been submitted.	
	Save your progress as If you're signed in to your be automatically saved a	account, your progress will		
	application as a guest, wi save your progress at any creating an account.			
4.	If you choose to <b>Apply with an ac</b>	c <b>ount</b> , you will be rou	ted to the <b>Sign in to your benefits</b>	
	account page to log in.	Nebraska account ve	t, click on the <b>Create your account</b> link to	
	begin account creation.		ener on the create your account link to	
		Sign in to your		
		benefits accou	unt	
		If you already have an ACCESSNebraska ac use your existing account info to log in. account? An account will let you save a	Don't have an	
		application, view your current benefits, m and registration, and update your househ have trouble logging in, <u>visit the Fre</u>	anage renewal old info. If you	
		Questions page. Si ya tiene una cuenta de ACCESSNebras		
		la información de su cuenta existente para ¿No tiene una cuenta? Una cuenta le perm borrador de su solicitud, ver sus benef	itirá guardar un	
		administrar la renovación y el registro, información de su hogar. Si tiene problem sesión, <u>visite la página de Preguntas Frecu</u>	has para iniciar	
		Username / Nombre de usuario	<u>,                                     </u>	
		 Password / Contraseña	]	
		Show password		
		Forgot password?		
		Don't have an account' <mark>Create your</mark>	account	

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5.	If you choose to <b>Apply as guest</b> , you will see a pop-up screen asking you to confirm your choice. Click <b>Yes, apply as a guest</b> to continue. <b>Note:</b> 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 date that you previously entered in your application. With an account, you can save a draft of your application, 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.       No application of this 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 17313, (ht Tarayear 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:	<ul> <li>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.</li> <li>Completing the application as a guest requires that you complete the application in one sitting. You will not be able to save your progress.</li> </ul>	
6.	The <b>Select the programs you want to apply for</b> 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:	
	<ul> <li>Healthcare</li> <li>Food and Energy</li> <li>Refugee Assistance</li> <li>Family and Children</li> <li>Aged and Disabled</li> </ul>	
7.	Review the programs you selected to ensure they are accurate. Then, click the Save and continue button.	

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8.	The next page will display the <b>Notice of Information Privacy Practices</b> 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 <b>Start</b> button in the <b>Personal Information</b> section to begin completing the application.		
	<ul> <li>Note:</li> <li>The questions that will display are relevant to the information you provide so the questions can vary for each individual completing an application.</li> <li>As you complete each section, it is marked as completed to help you track your progress.</li> <li>A review page displays after you complete each section. You will have the option to review/edit your entries on this page.</li> <li>You can return to any previous page by clicking the <b>Back</b> link at the top of each page.</li> </ul>		
10.	A review page displays midway through the <b>Personal Information</b> section so you can review/edit your entries.		
		Let's review your information so   far   Program Selection   Program Selected   Medicaid     Help paying for healthcare   Do you want to find out if you can get help paying for 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 <b>Submit application now with</b> <b>only the above information</b> link. Alternatively, youj can click the <b>Continue your application</b> button to finish the <b>Personal Information</b> 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. <u>Submit application now with only the above information</u>		

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12.	You will be prompted to confirm you want to submit your application now. Clicking the <b>Submit</b> <b>Application Now</b> 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 <b>Finishing Up and</b> <b>Submission</b> 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     Stheright and record device growthing		
	Ethnicity and race demographics		
14.	Lastly, you will be required to read and agree or disagree with the <b>Attestation</b> statements, and the <b>Rights and Responsibilities</b> 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 <b>Sign and Submit</b> and wait for the confirmation page to display.		
	<u>Note</u> : Please be patient after clicking Sign and Submit. Clicking the Escape key or the Back button; could interfere with the application submission.		

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16.	If you need to include supporting documentation with your application, click the <b>Upload</b> <b>documents</b> button on the confirmation page.		
	<ul> <li>What to expect next</li> <li>Provide documentation</li> <li>If further documentation is required for your application, the specific agencies will reach out to you via a phone call and/or postal mail/email. If you'd like to upload documents now, here's a list of documents and you can upload them here.</li> <li>Upload documents</li> <li>Complete a caseworker interview (if applicable)</li> <li>If required for your application, you will receive a phone call and postal mail/email to set up an interview.</li> <li>Receive a final update on eligibility for benefits</li> <li>You'll receive your determination of eligibility via postal mail, or email if you selected that as your preferred method of communication.</li> </ul>		

## Print or Save an Application

Step	Description		
1.	To <b>save</b> or <b>print</b> a copy of your completed application, click <b>Download your application (PDF)</b> on the <b>Your confirmation</b> page. This will open your application in a PDF document. To <b>save</b> click on the <b>Download</b> icon or to <b>print</b> click on the <b>Printer</b> icon.		
	<b>Note:</b> 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 <b>Your confirmation</b> page.		
	Download a copy of your application Downloading your application could be useful for your own records or to have as reference during a caseworker interview (if applicable). This page won't be accessible after you leave.		
	Download your application (PDF) Print this page		