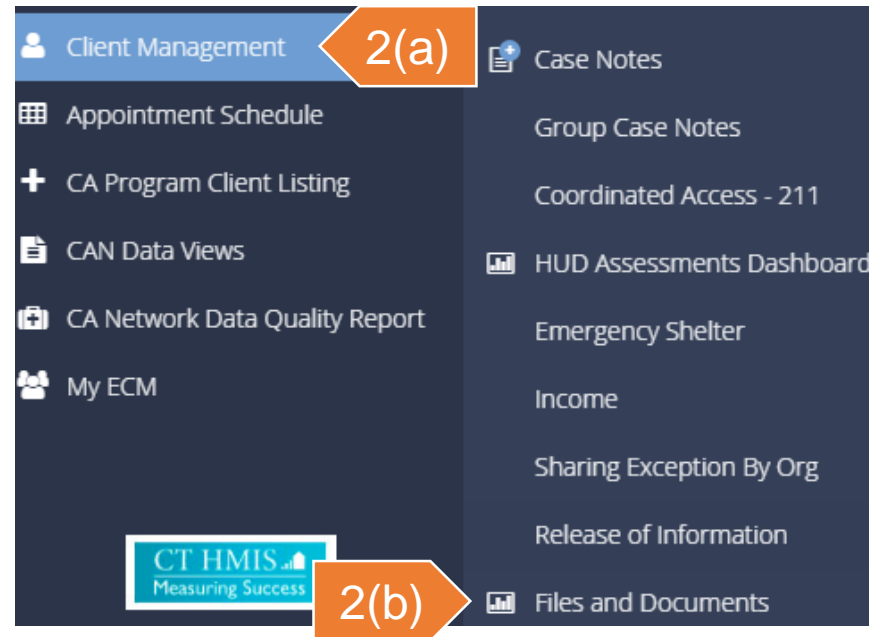


HMIS Process: Upload Verifications to HMIS (1 of 2)

Disability and Homeless verification documents should be uploaded to the client's record in HMIS as described below.

1. Log in to HMIS and access the client record (*Tip: Use the HMIS ID# from the By-Name List*)
2. Click on (a) "Client Management" in the left-hand navigation, and then click on (b) "Files & Documents" (*Tip: you may need to scroll down in the menu to see this option*)



3. Click on the "Documents" button that will appear on the screen

HMIS Process: Upload Verifications to HMIS (2 of 2)

(continued from previous slide)

- Click the “Add New” button in the top-right corner of the screen

Document Check - CTHMIS 4 [+ Add New](#)

File Name	View File	Verification Method *	Expiration Date	Storage Location *	Upload Image	Document Type *	Restriction
<input checked="" type="checkbox"/>	View File	5(a) <input type="text"/>	5(b) <input type="text"/>	5(c) <input type="text"/>	Browse	5(d) <input type="text"/>	Shared 5(e)

- Set the options for these required questions:
 - Verification Method** -> Scanned
 - Expiration Date** -> 2 years from date of upload
 - Storage Location** -> Electronic file
 - Document Type** -> Disability Verification –or– Homeless Verification
 - Restriction** -> Shared
- Click the “Browse” button, locate the file you want to upload.
- Click the “Save” button at the bottom to upload the document. Repeat for all documents.