

Quick Start Guide

1 Complete Your Online Affidavit

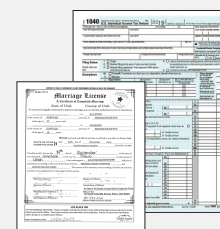
Go to <https://mydependents.com> and answer the questions about your dependents. No Internet? Call us at 1-866-691-6551 to complete by phone. Here are your access codes...



Web Address	https://mydependents.com
Employer Code	CSD-3520
Registration Code	First Initial of First Name + First Initial of Last Name + Last 5 of SSN

2 Gather Your Verification Documents

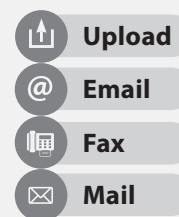
When you complete your affidavit, the online system will tell you what specific documents you must send for each dependent. Some examples are...



Spouse Documents	Marriage Certificate, Federal Tax Forms, Financial Statements
Child Documents	Birth Certificates, Court Orders

3 Send in Your Verification Documents

Use upload, email, fax, or regular mail to submit your documents by the deadline. Black out all financial information, account numbers, and Social Security numbers.



Upload	https://mydependents.com
Email	documents@mydependents.com . Name the file in the format below: Last Name_First Name_Middle Initial_CSD-3520
Fax	1-866-710-2702 . Fax your documents with the Document Cover Sheet (which you can print from the website).
Regular Mail	Dependent Eligibility Center , 3245 Peachtree Parkway, Suite D-307, Suwanee, GA 30024. Include the Document Cover Sheet (which you can print from the website).

To Check the Status of your Submitted Documents
Allow 3 days for processing, THEN log back into the <https://mydependents.com> website.

Audit Starts August 24 and Ends October 9