Dependent Eligibility Verification Audit (DEVA)
How to Upload Documentation

Follow the step-by-step instructions below to upload your DEVA documentation online.

To learn more about DEVA, please visit sfhss.org/deva.

What documents do I need?

For the **DEVA List of Acceptable Documents**, go to sfhss.org/deva-acceptable-documents.

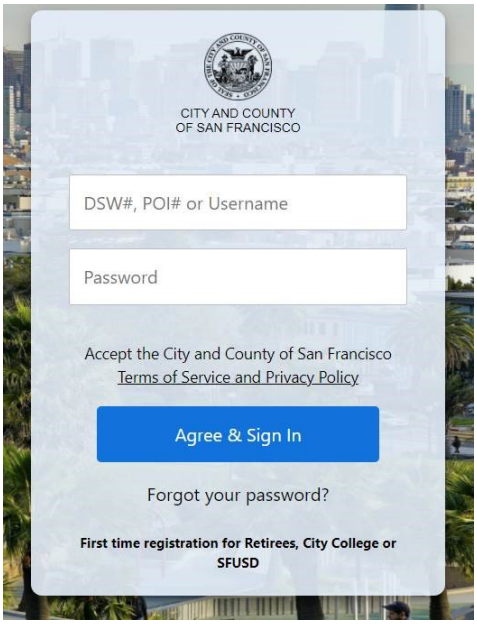
- **How long do I have to respond?** Please refer to your Notification Letter, which you received in the mail, for the deadline to submit your verification documentation. If you have any questions about the deadline to submit documentation, please call SFHSS at **(628) 652-4700**.

- **Problems logging in? Need to reset your password?** If you experience technical issues accessing your account and cannot resolve with our online resources or need to reset your password, call SFHSS at **(628) 652-4700**.

- **Submit documentation by fax or mail.** Verification documentation submitted by fax or mail must be accompanied by a completed **Cover Sheet**, which was enclosed with your initial Notification Letter. You can also download a copy here: sfhss.org/resource/deva-cover-sheet. Our **fax number** is (628) 652-4701 and our **mailing address** is SFHSS, 1145 Market Street,
3rd Floor, San Francisco, CA 94103.

- You can also drop your documentation off in our secure **Drop Box** located on the 3rd floor from Monday to Friday from 9am to 4:30pm. Our offices are currently closed to the public.

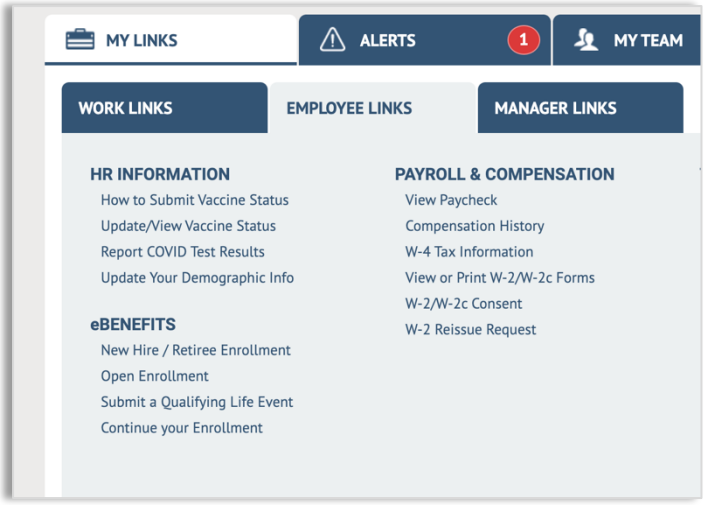
Let's Get Started



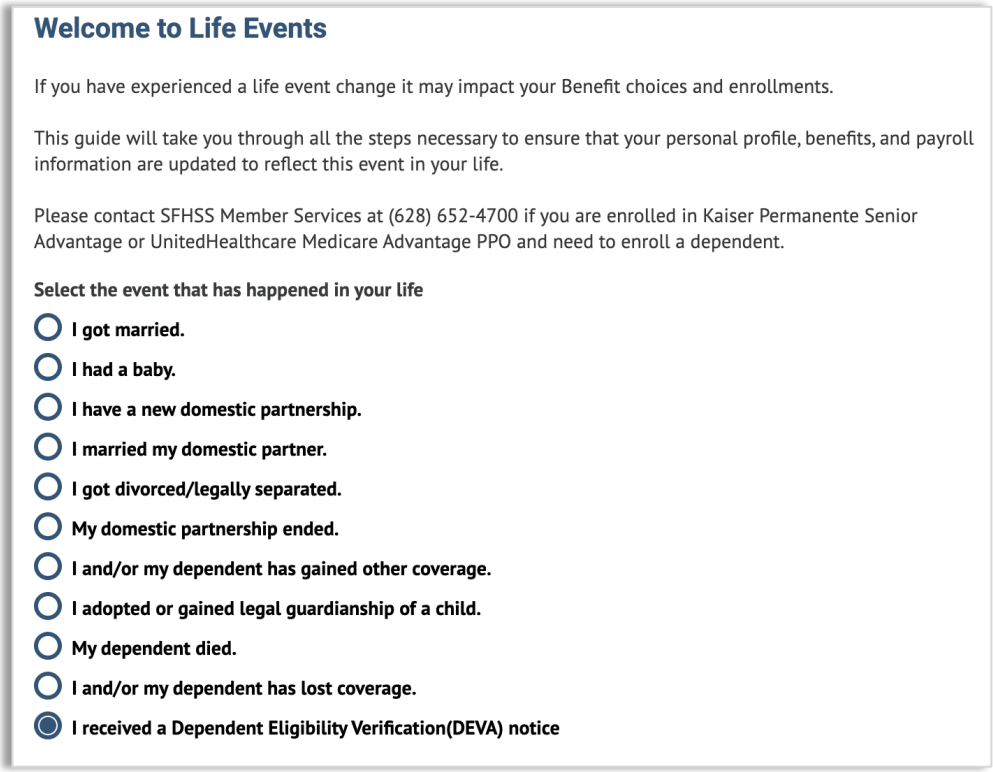
1. Go to the San Francisco Employee Gateway https://myapps.sfgov.org/ccsfportal/signin Click on the **San Francisco Employee Portal icon**.
2. Enter your Employee ID and password. Click **Agree & Sign In**.
3. Complete the security verification and click **Verify**.
4. If you are a Retiree and have not previously registered for an account, click on **"First time registration for Retirees, City College or SFUSD."** If you would like step by step instructions on how to **Register Your Account (one-time only)**, visit sfhss.org/deva.

****ATTENTION – READ BEFORE UPLOADING YOUR DOCUMENTATION****

When uploading your documentation, **YOU MUST CONTINUE THROUGH ALL THE SCREENS** and **CLICK ON THE SUBMIT BUTTON BEFORE EXITING**. Otherwise, your upload will not be completed.



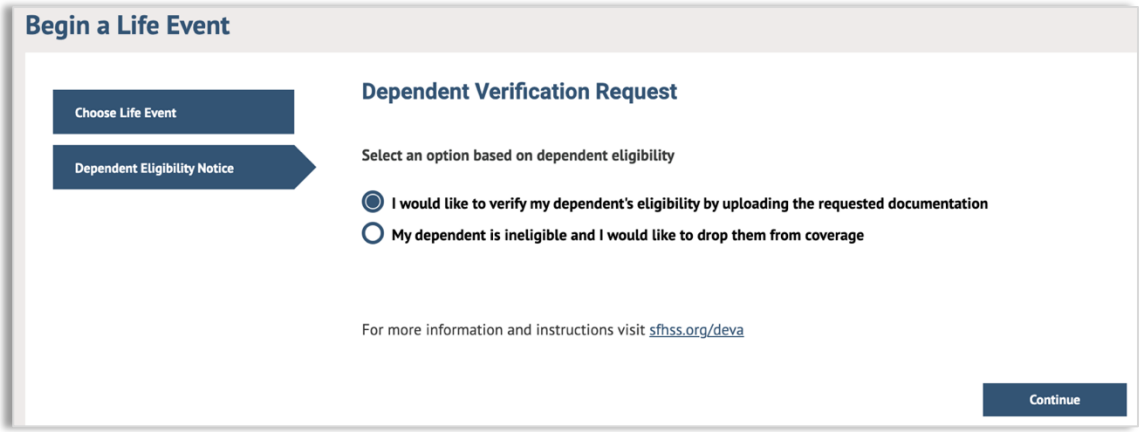
5. Under the *Employee Links* tab (under the *My Links* tab), click on **Submit a Qualifying Life Event**.



6. Select **"I received a DEVA notice"** at the bottom of the list.

7. Click the **Continue** button.

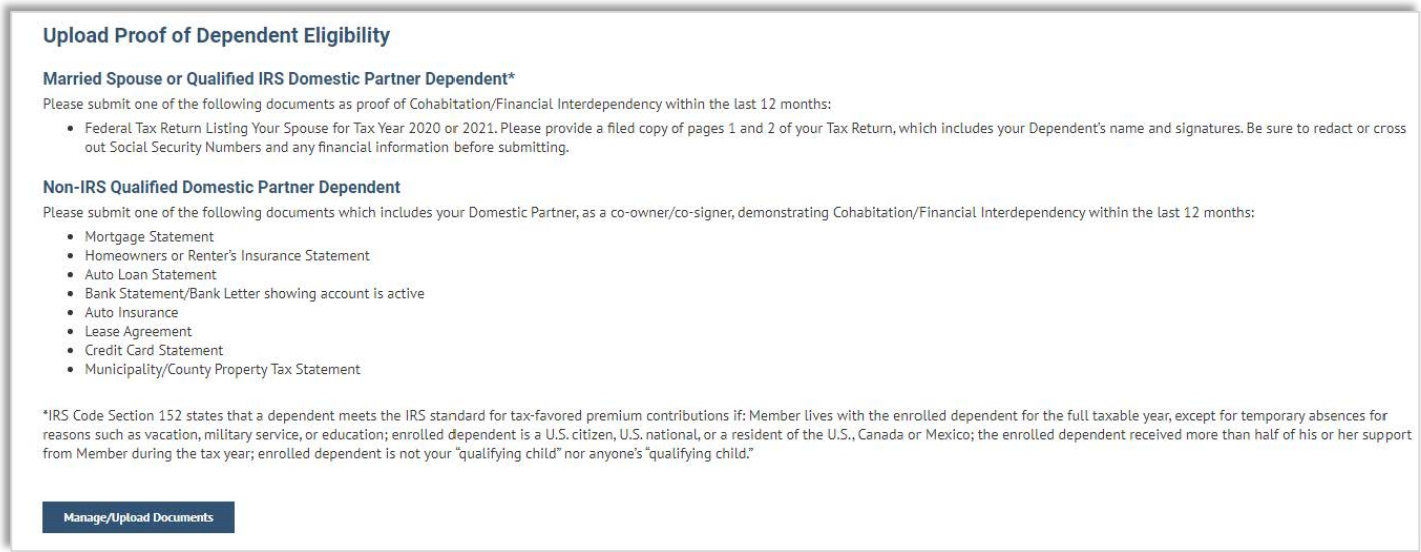
Begin a Life Event



8. Select **"I would like to verify my dependent's eligibility by uploading the requested documentation."**

9. Click on the **Continue** button.

Upload Documentation



Upload Proof of Dependent Eligibility

Married Spouse or Qualified IRS Domestic Partner Dependent*

Please submit one of the following documents as proof of Cohabitation/Financial Interdependency within the last 12 months:

- Federal Tax Return Listing Your Spouse for Tax Year 2020 or 2021. Please provide a filed copy of pages 1 and 2 of your Tax Return, which includes your Dependent's name and signatures. Be sure to redact or cross out Social Security Numbers and any financial information before submitting.

Non-IRS Qualified Domestic Partner Dependent

Please submit one of the following documents which includes your Domestic Partner, as a co-owner/co-signer, demonstrating Cohabitation/Financial Interdependency within the last 12 months:

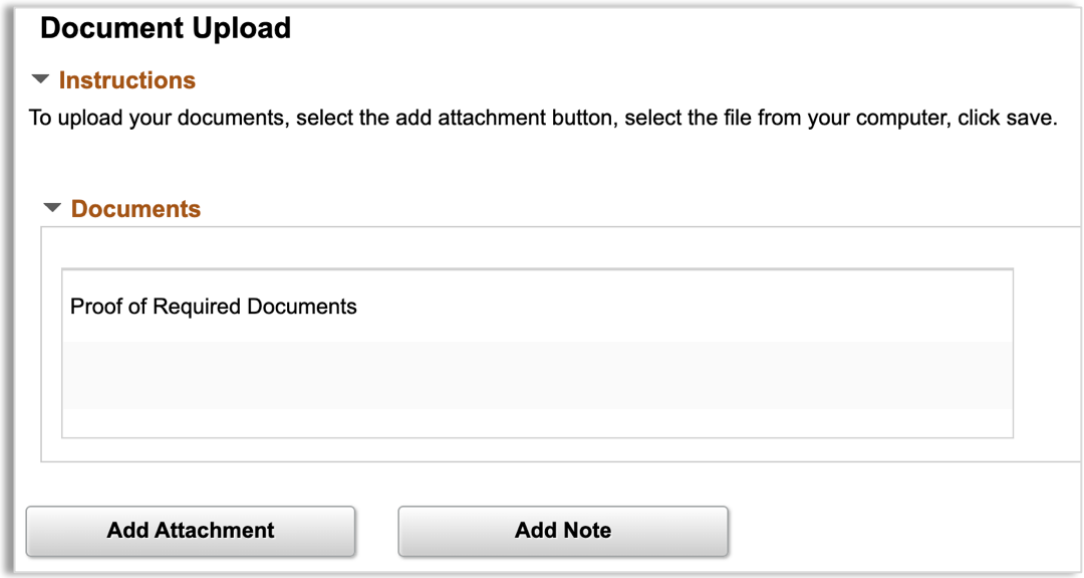
- Mortgage Statement
- Homeowners or Renter's Insurance Statement
- Auto Loan Statement
- Bank Statement/Bank Letter showing account is active
- Auto Insurance
- Lease Agreement
- Credit Card Statement
- Municipality/County Property Tax Statement

*IRS Code Section 152 states that a dependent meets the IRS standard for tax-favored premium contributions if: Member lives with the enrolled dependent for the full taxable year, except for temporary absences for reasons such as vacation, military service, or education; enrolled dependent is a U.S. citizen, U.S. national, or a resident of the U.S., Canada or Mexico; the enrolled dependent received more than half of his or her support from Member during the tax year; enrolled dependent is not your "qualifying child" nor anyone's "qualifying child."

Manage/Upload Documents

10. Review the instructions for documentation and be sure you have your approved documentation ready for upload from your computer.

11. Click the **Manage/Upload Documents** button to continue. Place all your document pages in one attachment as you can only upload one document.



Document Upload

Instructions

To upload your documents, select the add attachment button, select the file from your computer, click save.

Documents

Proof of Required Documents

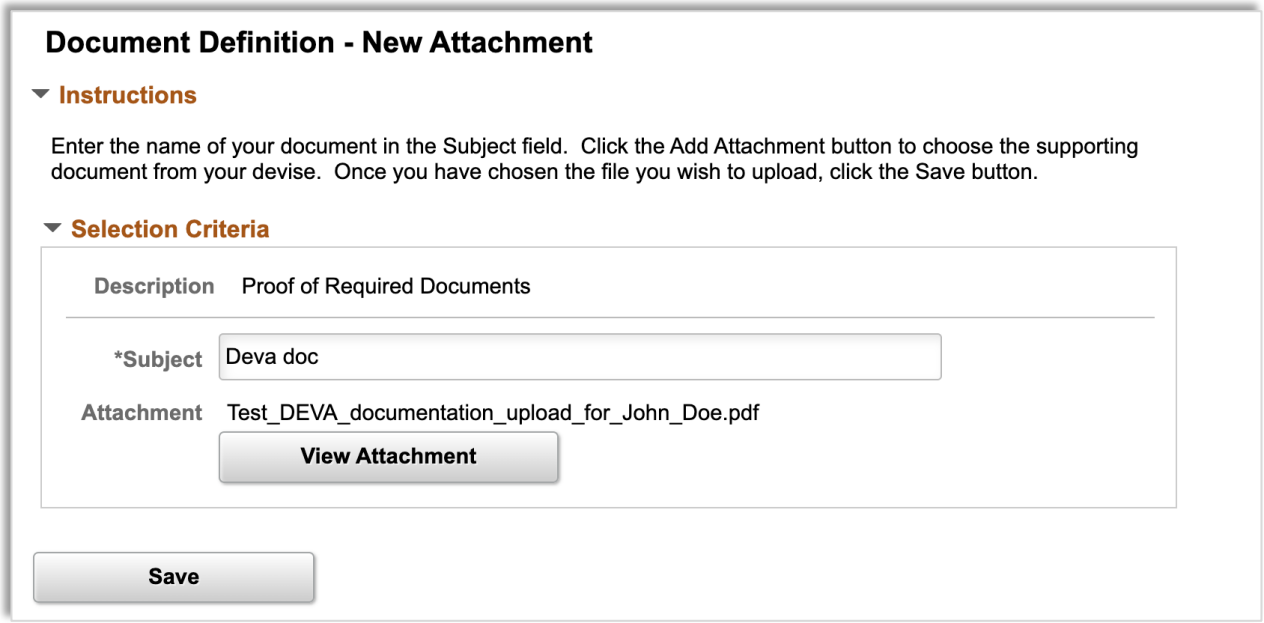
Add Attachment

Add Note

12. Next, enter a "**Subject"** (for example, **"DEVA doc"**) and click on the **"Add Attachment"** button to select your document from your computer.

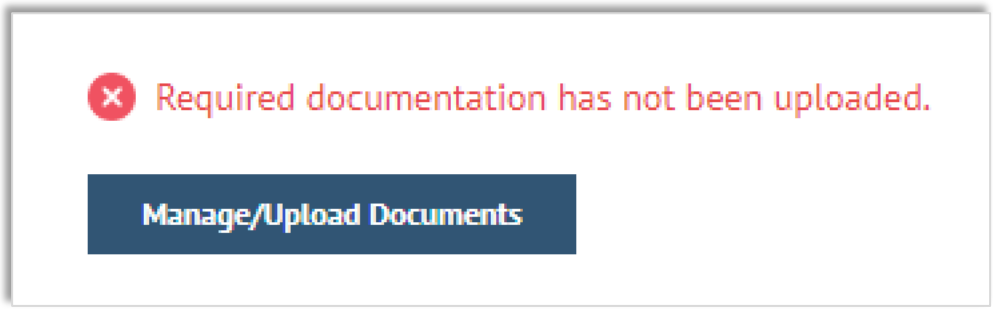
13. Click on **"Choose File"** and navigate to your attachment, **select your document**, and click **"Upload."** Then, click the **"Save"** button.

14. Once you upload your document, you will be able to see your document listed under **"Attachments."**

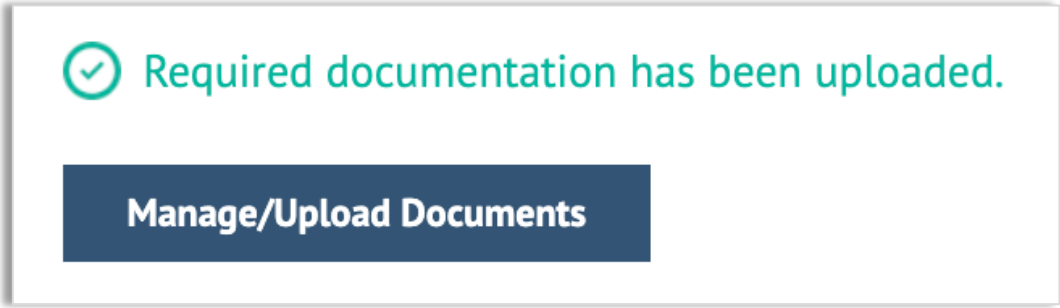


Note: If you need to delete and re-upload your document, select the document, click on **"Delete"** and re-upload your new document from your computer. Then, click the **"X"** at the top right-hand corner to close this window.

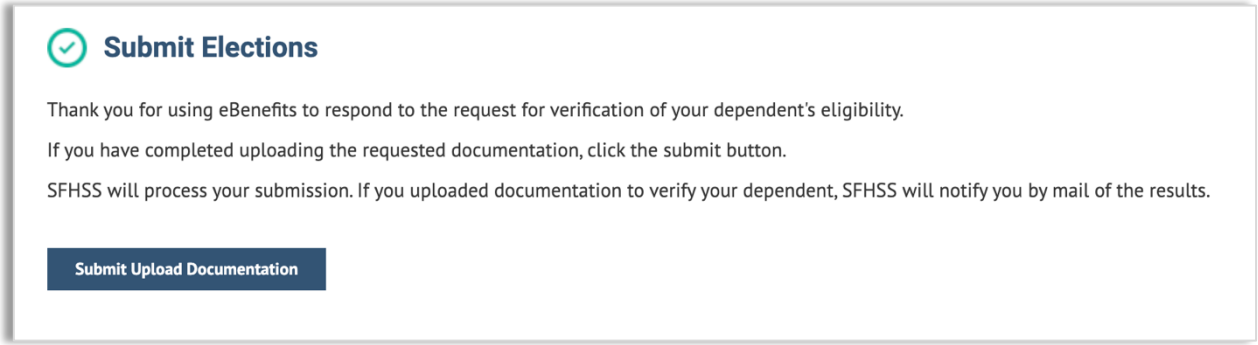
15. If you did not upload your document successfully, you will see **"Required documentation has not been uploaded"** and you will need to upload your document again.



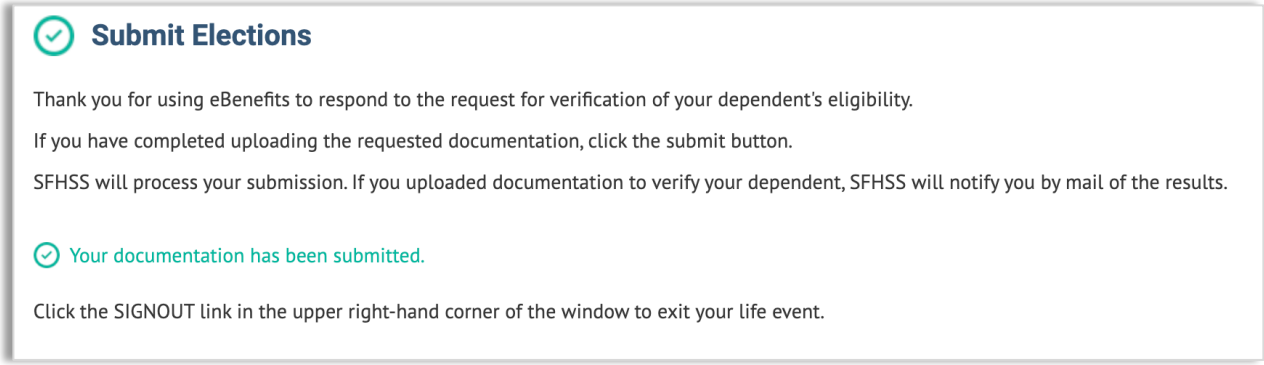
16. Once you upload your document successfully, you will see "**Required documentation has been uploaded.**" Click the **"Continue"** button.



Submit Elections



17. Click on the **"Submit Upload Documentation"** button.



18. You will see a screen stating that "**Your documentation has been submitted.**"

Click the **SIGNOUT** link in the upper right-hand corner of the window to exit.

Congratulations!

You have successfully uploaded your DEVA documentation. Your documentation will be reviewed by SFHSS and you will receive a letter in the mail regarding the status of your submission.

Questions?

Our phone hours are Monday, Tuesday, Wednesday, and Friday from 9am to 12pm and 1pm to 5pm and on Thursdays from 10am to 12pm and 1pm to 5pm at **(628) 652-4700**.