



Upload a Document to a Marketplace Application

Step 1

Go to healthcare.gov and click on the “Log In” button in the upper right-hand corner.

Log in

Don't have an account? [Create account](#)

Username

Your email address may be your username.

[Forgot your username?](#)

Password

Show

[Forgot your password?](#)

Log in

Your applications

Year and state

[2026 Texas application](#)

ID number

[Redacted]

Status

Submitted

[View all applications](#)

Step 2

Once you log in, a welcome screen will appear with all your applications. Click on the application year you need to upload your document(s) for.

Step 3

On the left you will see a list of options. Click on the “Application details” option.

- My plans & programs
- My plan profile
- Eligibility & appeals
- Applications details**
- report a life change
- Communication preferences
- Exemptions
- Tax forms

Application details

Here's your current application information:

Status: Complete

Your application is complete

[VIEW ELIGIBILITY RESULTS](#)

[REMOVE MY APPLICATION](#)

Your Marketplace application is complete and has been processed. View your eligibility results to find out if you can enroll in health coverage.

Step 4

You can upload your document(s) by clicking on the green “Upload Documents” button.

Send documents to confirm the life event

You can pick a plan now, and then send documents. Select “Upload Documents” to see a list of documents to submit.

If you don't submit documents by the date below, this person won't have Marketplace coverage.

Send documents to confirm loss of coverage.

Important: Send documents by 8/27/2026

Download your notices:

07/28/2026: [action needed so new coverage can start based on loss of coverage. \(PDF\)](#)

[UPLOAD DOCUMENTS](#)

Step 5

Select the type of document you will be uploading from the drop-down list. Click on “Select File to Upload” to upload your document from your device. To finalize the upload, you will click on the green “Upload” button next to document type.

 SELECT FILE TO UPLOAD

Document Name	Document Type	Actions
End of Benefits (1).pdf (78.6Kb)	Letter from an employer	  

Next Steps:

Once you have successfully uploaded your documents, you may receive a notice specifically **confirming that the Marketplace has received your documents** and that they have **accepted or rejected your documents**.

IMPORTANT! Be aware of any notice that says:

ACTION NEEDED: The Health Insurance Marketplace needs more information to verify [document] to determine you qualify to maintain your premium tax credits.

*If you receive one of these notices—or a similar one acknowledging that you have already submitted documents but indicating that the Marketplace needs more information—please call us at 512-381-4520. Remember, our Health Coverage program is open year-round to assist you with any Marketplace insurance issues!

IF YOU ARE UPLOADING PROOF OF INCOME, PLEASE TAKE INTO CONSIDERATION:

You must submit proof of **total household income for tax purposes**, and the proof you submit must closely match the total income amount on your application. You can find that amount in your Eligibility Letter.

Include proof of income for each source listed on the application (e.g., pay stubs, unemployment benefits, and Social Security). If there is a discrepancy, include a cover letter with your documents explaining how you calculated the estimated total household income on your application.

IMPORTANT INFORMATION REGARDING PROOF OF INCOME:

We know that proving future unearned income can be difficult. We can help! Call us at 512-381-4520 to schedule an appointment. We know exactly what needs to be submitted and can assist you!