Residency Re-Verification

How to submit your documents in the Genesis Parent Portal

Before you begin

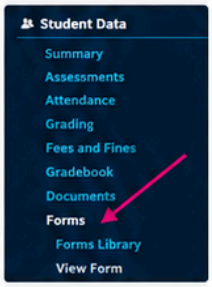
Save your documents as PDFs. Use one document per upload section.

1 Log in

Sign in to the Genesis Parent Portal.

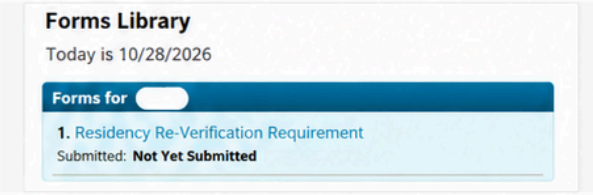
2 Open Forms

Select “Forms” from the menu on the left.



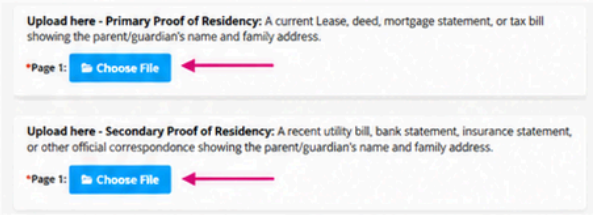
3 Select the form

Open “Residency Re-Verification Requirement.”



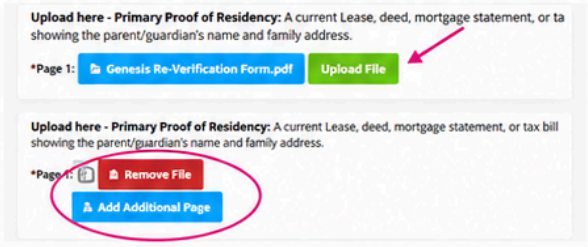
4 Choose your documents

In each required section, click “Choose File” and select the corresponding PDF.



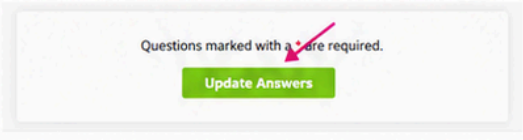
5 Upload each file

Click “Upload File” for each selected document. After a successful upload, you should see “Remove File” and “Add Additional Page.”



6 Save your answers

Click the green “Update Answers” button at the bottom of the screen.



Don’t forget the last step!

You must click “Update Answers” to save your submission.