

# Quick Start Guide

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## Complete Your Online Affidavit

Go to <https://mydependents.com> and answer the questions about your dependents. No computer access? Complete the process on your smartphone or call us at 1-866-691-6551 to complete over the phone. Here are your access codes...



<b>Web Address</b>	<a href="https://mydependents.com">https://mydependents.com</a>
<b>Employer Code</b>	HCPS-0821
<b>Registration Code</b>	EXXXXX Workday Login

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## 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...



<b>Spouse Documents</b>	Marriage Certificate, Federal Tax Forms, Financial Statements
<b>Child Documents</b>	Birth Certificates, Court Orders

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## 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



<b>Upload</b>	<a href="https://mydependents.com">https://mydependents.com</a> . Use a computer or smartphone to upload documents on audit site.
<b>Email</b>	<a href="mailto:documents@mydependents.com">documents@mydependents.com</a> . Please submit your documents as pdf or jpg attachments only. Please do not password protect your documents or send them in the body of the email. We are unable to process documents that are password protected or sent through external websites.
<b>Fax</b>	<b>1-866-710-2702</b> . Fax your documents with the Document Cover Sheet (which you can print from the website).
<b>Regular Mail</b>	<b>Dependent Eligibility Center</b> , 3245 Peachtree Parkway, Suite D-307, Suwanee, GA 30024. Include the Document Cover Sheet (which you can print from the website).

## Know Your Audit Status

Once you submit your documents, allow 3 business days for processing. You will then receive a Status Alert, in addition to your audit status page being updated. Status Alerts will be sent to your email on file or as a text, if you opt in for text messages when completing the online affidavit.

**Audit Starts April 12<sup>th</sup> and ends May 26<sup>th</sup>**