

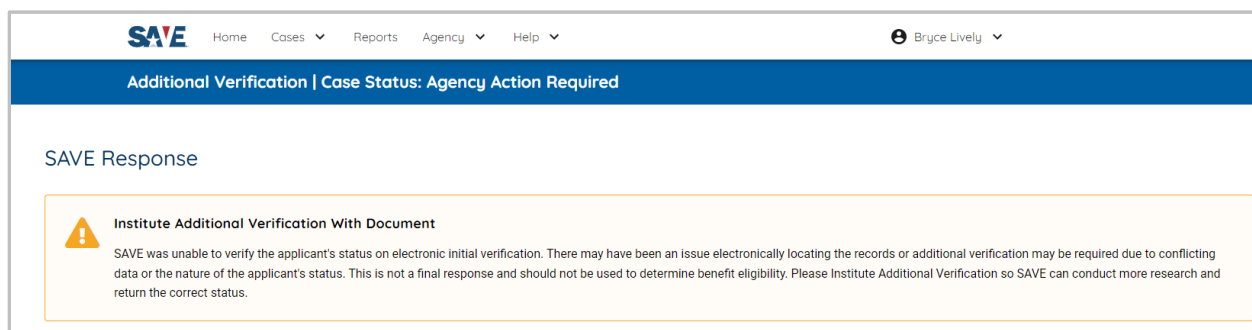
# Institute Additional Verification With Document Response



SAVE is implementing a new initial verification response, Institute Additional Verification With Document, to require user agencies to skip second-step verification when third-step verification is required. This change applies only to the web browser access method. SAVE will contact web services users to implement equivalent functionality for the web services access method.

## Institute Additional Verification with Document Response

A screen shot of this new response is below:

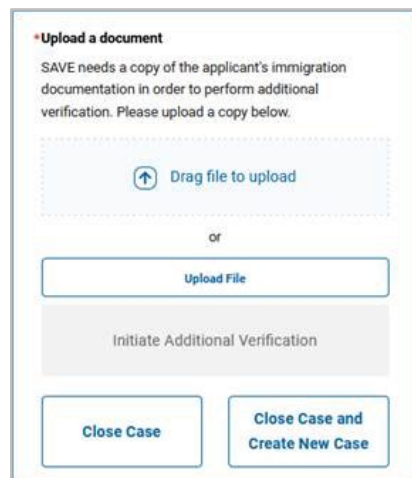


## Upload Document

The response screen also includes a prompt to upload the benefit applicant's immigration documentation. Scan the document the applicant presented and upload it by either:

- Dragging and dropping the file into the blue "Drag file to upload" box; or
- Clicking the Upload File button and using your browser to select the file.

Once you have uploaded the file, click Institute Additional Verification to submit the third-step additional verification request.



## SAVE Reviews Case

SAVE reviews and conducts more research on all cases with documentation attached. SAVE will display Case Under Review in a yellow box at the top of the SAVE response screen until the research is complete.

## SAVE Provides Final Response

After SAVE finishes researching the case, it provides a final response. At this point, you may close the case and go to the SAVE homepage by selecting Close Case, or create another case by selecting Close and Start New Case.