SAVE TIME! GO ONLINE!
SUBMIT YOUR SAR 7 REPORT ONLINE!!

Why wait in line? Access the **Your Benefits Now (YBN)** website at: dpssbenefits.lacounty.gov to:

- Complete and submit your SAR 7 report **and** get a confirmation number.
- Apply online for CalWORKs, CalFresh, and Medi-Cal.
- View your benefits **and** print notices of action.

- Check to see if your SAR 7 Report is Complete, Incomplete, or Not Received.
- Select how you want to get a SAR 7 confirmation receipt once you submit your report: Email message **or** Text message

FOLLOW THESE STEPS TO SUBMIT A SAR 7 ONLINE AND THE VERIFICATION:

STEP 1:	STEP 2:	STEP 3:	STEP 4:	STEP 5:	STEP 6:
ACCESS THE DPSS WEBSITE	**ACCESS YBN**	**SIGN IN**	**COMPLETE AND SEND**	**CONFIRMATION**	**DOCUMENT SUBMISSION**

STEP 1: ACCESS THE DPSS WEBSITE

For computers:

Enter website address:

dpssbenefits.lacounty.gov

For a mobile device:

Note: Your mobile device must have a QR Code Reader to scan the code. If you need one, please search for a free QR Code Reader application.

Scan the below QR Code Reader to access your report:

Scan Me!
Use a QR Code Reader Application on your Smartphone

STEP 2: ACCESS YBN

- Click on the YBN link:

- Select the following link to view, complete, and submit your Semi-Annual Report on-line:

Semi-Annual/Quarterly Reports
View or Submit your Semi-Annual/Quarterly Reports online

STEP 3: SIGN IN

There are many ways to log in to your account. This may include:

1. Customer ID **and** PIN; or
2. Username **and** Password; or
3. The following:
   - Case number **or** EBT card number; **and**
   - Date of Birth; **and**
   - Telephone number or Zip code.

Your Customer ID is on the top right hand corner of your notice of action.

The PIN was mailed. If you do not have the PIN, you can reset your PIN online by selecting Forget your password/PIN? Click here to reset your password/PIN or calling 1-866-613-3777.

STEP 4: COMPLETE AND SEND

- Complete the questions on the report(s);
- Check your answers.
- Submit your report by clicking on the "**Submit**" button.

You will be unable to submit the report if:

- **All** the questions are not answered; **or**
- The e-signature is not completed.

STEP 5: CONFIRMATION

- Receive a confirmation number of the report you submitted; **and**

> **Congratulations!**
> Your QR 7-LA / SAR 7 report has been submitted successfully. Your **confirmation number** is xx-xxxxxxxx. You can download a copy of your submitted document here.

- Save a copy of the report on your personal device/computer by clicking "**here**" on the Congratulations! Page.

STEP 6: DOCUMENT SUBMISSION

Supporting documents, like paystubs, ca be submitted in one of three ways:

1. **Computers**:
   - Upload via YBN.
2. **Apple & Android devices**:
   - Upload by using the scan code below:

ANDROID

Download the DPSS Mobile App

Scan Me!

APPLE

3. **U.S. Postal Mail**:
   - Print the YBN Cover Letter on the YBN website as it shows your case number **and** mail it with your verification; **or**
   - If you do not have a printer, clearly write the case number on **all** documents **and** mail them to the mailing address on the YBN Cover Letter.

NOTE: Follow step three – U.S. Postal Mail to avoid an "Incomplete" Report.

If you need further assistance, please call the Customer Service Center:
1-626-569-1399   1-310-258-7400   1-818-701-8200   1-866-613-3777