



This guide provides instructions for how to navigate to the appropriate place to upload documents for the RTD LiVE Program on PEAK.

## Document Upload at Time of Application Submission

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### Signing Your Application

#### Voter Registration

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

☐ Yes ☒ No

You may also register to vote by filling out and mailing a paper voter registration form.

[Voter Registration Form \(English\)](#)  
[Voter Registration Form \(Spanish\)](#)

If you are in a Human Services Office, Social Services Office, Resource Center, Community Service Office and need help completing the voter registration, please ask for help. The staff at these offices can help you.

If you are not in one of the above offices and need help, please contact your local County Clerk's office.

You are just a few minutes away from submitting your application. To do so, you will need to:

- Read the Rights and Responsibilities we've listed below.
- Check the signature box and type your name below to sign your application.

#### What I Should Know

PLEASE KEEP THIS FOR YOUR INFORMATION.

##### Rights & Responsibilities

By completing and signing the application for the Regional Transportation District (RTD) LiVE Program and by accepting and using the LiVE Discount Card and discounted LiVE tickets or passes, I understand the following information and agree to the following requirements:

- I must tell the truth.
- For each applicant, I will upload a current color photo on neutral background that clearly shows their face. RTD cannot use a photo in which the applicant is hard to recognize. RTD will not process my application for the LiVE Program without a photo.
- If I was asked about my household income during the application, I will upload documents that show that the income information I gave is true.
- I may have to upload additional documents if requested.
- If I made a mistake, I will contact the program.
- If I think you made a mistake, I can ask the program why my application was not approved.
- I must give RTD and its representatives all needed proof and documents before qualifying for the LiVE Program.

The filing date of the application is the date the application is completed. This includes uploading a photo for each applicant. If I was asked about my household income during the application, it also includes uploading documentation for household income.

If I lie on the application, I may be disqualified from the program.

Both U.S. citizens and non-citizens may be eligible for the RTD LiVE Program.

The information I give on the application is confidential and subject to the RTD privacy policies posted at [www.rtd-denver.com](http://www.rtd-denver.com).

I allow RTD and its representatives to use Social Security numbers and other information from my application to request and receive information or records to confirm the information in my application.

In addition, I agree to the following:

- The approved members of my household will show their LiVE Discount Card to RTD staff or contractors when using a discounted LiVE ticket or pass.
- The approved members of my household will not give their LiVE Discount Card to anyone else.
- The approved members of my household will not attempt to use their LiVE Discount Card after it expires.

I must cooperate fully if my case is reviewed. RTD or its representatives will review and verify my information on this application. My household will not be eligible for the RTD LiVE Program if I refuse to cooperate with any review of my case, including a quality control review.

#### Upload documents for RTD LiVE Program

Please upload the documents for the RTD LiVE Program

Upload Document

#### Electronic Signature

If you have a legal guardian, he or she should sign below. If you have a power of attorney or an authorized representative, either you or that person may sign this application. If anyone else is helping you fill out the application, you should sign the application yourself.

I have agreed to submit this application for myself and/or my family. By signing this application electronically, I certify that I have reviewed this application, that I understand and agree to the Rights, Responsibilities and Penalties, and that under penalty of perjury, I certify the information I have given is true including the information concerning citizenship and alien status. I have received information on how to apply, what information is available, and what I may need to give the application site to help me with getting benefits.

- I understand the questions and statements on this application.
- I have read and understand my Rights & Responsibilities in the box above.
- I understand the penalties for giving false information or breaking the rules.
- I understand that the application site may contact other persons or organizations to obtain needed proof of my eligibility and level of benefits.
- I understand that failure to report or verify any listed expenses will be seen as a statement by me that I do not want to receive a deduction for the unreported or unverified expenses.
- I understand I can be punished by law if I do not tell the complete truth.
- I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

I have read the Rights and Responsibilities.

☒ By checking this box and typing my name below, I am electronically signing my application.

\*First Name Middle Initial \*Last Name

James Traffic

Back Submit

1. For applications that include the RTD LiVE Program, users will find an "Upload documents for RTD LiVE Program" option on the *Signing Your Application* page.

For those who have their documentation (photo, and in some instances proof of income) available for upload at the time of application, click the **Upload Document** button.

For those who do not have their documentation available for upload at time of application, please skip to page 4 for information on how to upload documents after an application has been submitted.

**Signing Your Application**

**Voter Registration**

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

**Upload Document**

Tell us more about the document you want to submit.

\*Whose Document James Traffic

\*Type of Proof Other

\*Document Type Photo

Choose File No file chosen

Only the following file types are accepted \*.jpg, \*.jpeg, \*.png, \*.tif, \*.tiff, \*.pdf

File size must be less than or equal to 3MB.

Next

2. Select information about the document to be uploaded from the Document Type menu.

Options Include:

- Income
- Photo

3. Click **Choose File**.

The computer's file directory will be displayed from which a file may be selected.

*Note:* Acceptable file types and size information are indicated.

**Signing Your Application**

**Voter Registration**

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

**Upload Document**

Tell us more about the document you want to submit.

\*Whose Document James Traffic

\*Type of Proof Other

\*Document Type Photo

Choose File Past Income.png

Only the following file types are accepted \*.jpg, \*.jpeg, \*.png, \*.tif, \*.tiff, \*.pdf

File size must be less than or equal to 3MB.

Next

4. The name of the selected file appears next to **Choose File**.

To upload the selected document, click **Next**

*Tip:* **Choose File** may be selected again if a different file is desired.

**Signing Your Application**

**Voter Registration**

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

**Confirm Submission**

Please confirm what you told us about this document before you submit it. If you want to change anything, click the Back button and you may change your answers.

Document For : James Traffic

Type of Proof : Other

Document Type : Photo

Filename : Past Income.png

Choose File Past Income.png

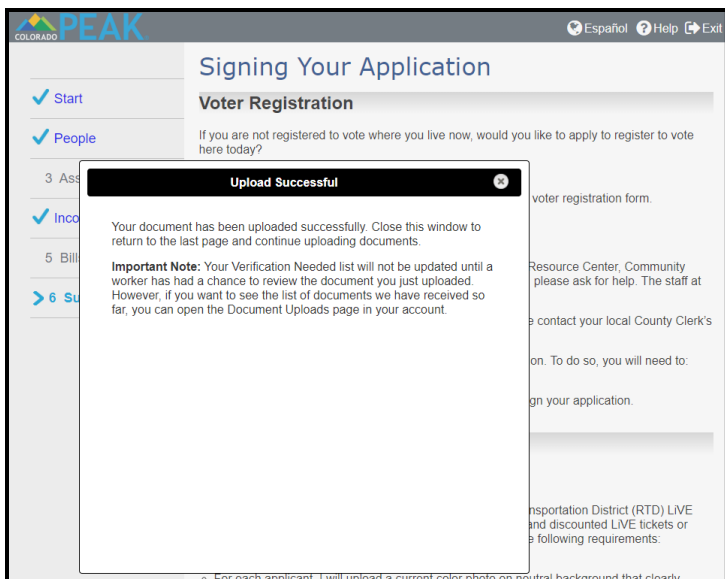
Only the following file types are accepted \*.jpg, \*.jpeg, \*.png, \*.tif, \*.tiff, \*.pdf

File size must be less than or equal to 3MB.

Back Upload

5. Review details to confirm submission and click **Upload** (or **Back** as needed).

*Tip:* Files must be less than 3 MB and only the file types listed are accepted.



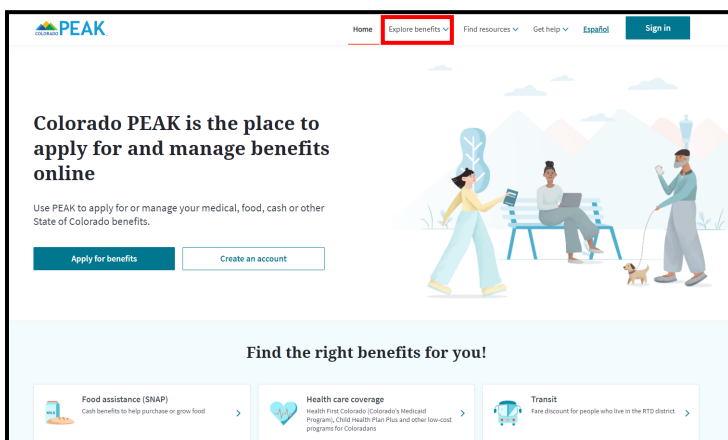
6. After Upload is selected, one of the following results will display:

- **Upload Successful:** Click the X on the upper right hand corner to close message.
- **Upload Error:** Indicates that upload did not occur and may be tried again at another time.
- A red information message, which may indicate that a different file type is required.

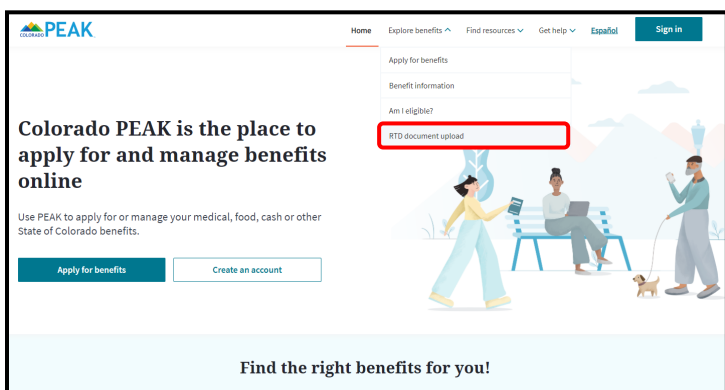
## Document Upload After Application Submission

For those who did not upload documents at the time of the RTD LiVE Program application, documents must be uploaded from a feature accessed through the Explore benefits section from the PEAK Homepage.

Please note: This resource is specific to those applying for the RTD LiVE program.



1. From the PEAK homepage, select **Explore benefits**.



2. Select the **RTD document upload** option at the bottom of the menu.

3. On the *RTD document upload* page, enter the requested information.

4. When all information has been added, select **Find my application**.

5. Once the entered information is validated as matching an existing application, a *Document upload* page displays.

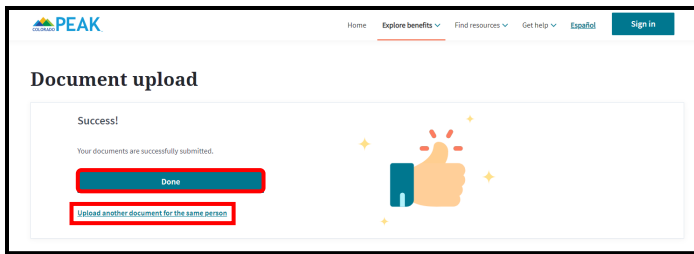
Choose the document type: Income or Photo.

6. Select **Upload File**.

The computer's file directory will display, from which a file may be selected.

7. The name of the selected file appears. Select **Done** to complete document upload.

Note: If an issue with a file exists, information will display in red. Select the **Got It** button to return and select another file.



8. After clicking upload, users will see a Success message display. To upload another document for the same person, select [Upload another document for the same person](#). To exit, select **Done**.

**Congratulations! You have completed Document Upload.**

