

How to create and print a coversheet:

- Click the following link: <https://www.connect.ct.gov/access/jsp/access/Home.jsp> (which is also where you log into an individual's MyAccount).
- Once you see the image depicted below. Click on the link below the image (see image).
- Complete the information and click on "print cover sheet" to print out the cover sheet.

A few things to keep in mind:

- ✓ Case ID# is not needed.
- ✓ You do not need to create a MyAccount to access the coversheet
- ✓ Ensure the Medicaid ID# entered is correct and complete (it should be 9 digits long). If you enter the wrong ID# or name, it will be scanned under the Medicaid ID# entered, as the barcode generated is specific to the information noted on the coversheet.
- ✓ Ensure you disable any pop-up blockers. If you click on "print cover sheet" button and nothing happens, look to the top right-hand corner of the page to see if it is blocking the page from coming up.

Welcome to ConneCT!



Mail Documents to DSS

To send documents to DSS, you will need a document cover sheet. Include one cover sheet for each envelope of documents you send to DSS. Please note: If you are making an application, a cover sheet is not necessary. You can mail only your application.

My Personal Information

Please complete the below information, and then click Continue.

First Name :	
Middle Initial :	
Last Name :	
Client ID :	
Case Number :	



Print Cover Sheet