Enter the case # and select “GO”.
Scroll to the bottom of the page and select “Continue previously selected action” for Non Certified cases or select “Case Change” for certified cases then select “Submit”. In this scenario “Case Change” was selected.
Select “Next”.
On this screen click on “Eligibility” from the driver flow,
Scroll to the top of the page and click on “Eligibility Summary” from the driver flow,
Select the “Program Verification” tab on the top right of the IES screen,
For “Program” selected MAGI Medical, for “Status” selected Pending Verification. Enter text “test 60 months of bank statements”. Select “Add”
Results are displayed after “Add” was selected. Select “Submit”
Select “View Pending” from left navigation.
The case # is prefilled from IES. Select “Search”.
Select the “IL444-0267 Verification Checklist” hyperlink.
Enter comments in the comments section. These comments will appear on the VCL. Select “Preview” to view the VCL for accuracy.
If the VCL is correct go to “Eligibility” on left navigation and “Run Eligibility” to certification but do not certify.

On the certification page, you will receive the message: “Verification Checklist Form 267 was generated.”