

Guide for Families to Upload Income Documents in their Colorado Universal Preschool Application

Overview: This guide will assist families in uploading income documentation to their Colorado Universal Preschool Program application after initial submission.

Step 1. Login to <https://upk.colorado.gov/login>

Login to your account

Or, [create an account.](#)

Email or phone *

Email

Email *

Login

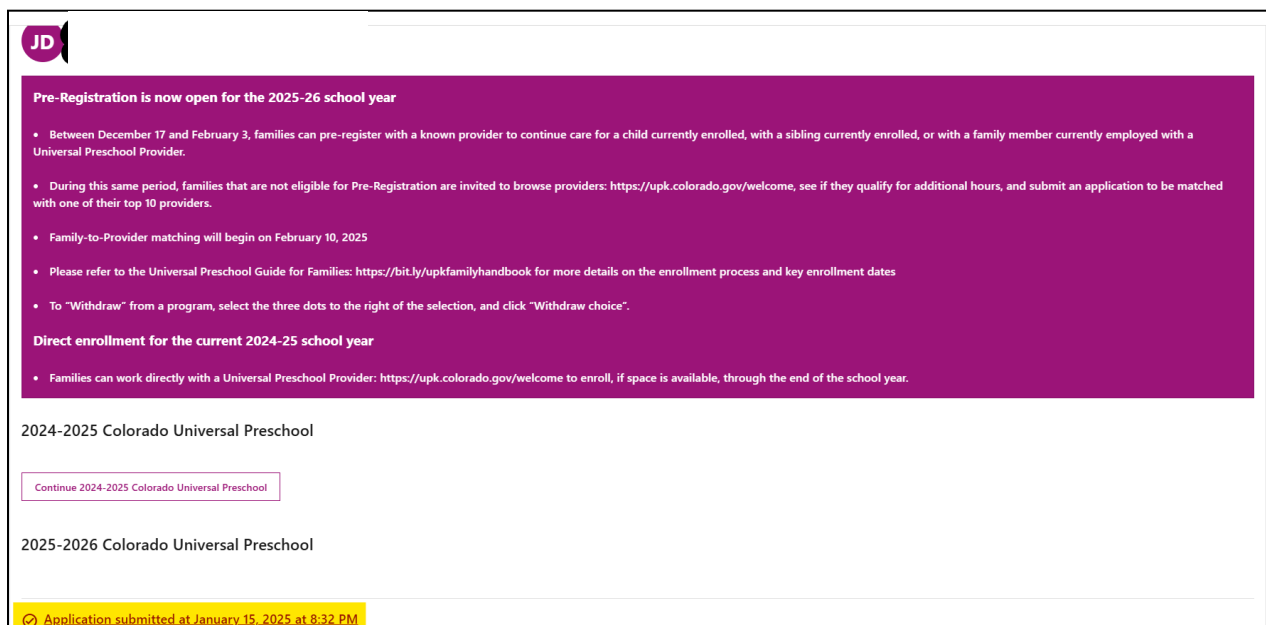
Step 2. From your Dashboard, Click On Submit and View Applications under your child's Name



The image above is an example, the initials will match your child's.

Step 3. From This page click on Application Submitted at XXXX(Month) XX (Day), 2025

Under 2025-2026 Colorado Universal Preschool



Step 4. This will bring you to the beginning of your application. Scroll down until you see the section titled “Upload a document with your Proof of income.”

Upload a document with your proof of income.

To apply for supplemental hours based on income, please provide proof of income in jpeg, .png, or .pdf format. Please include documentation for all income sources. You may proceed with your application without uploading documents, but it won't be processed until all necessary files are added. If you need assistance, [please contact your local coordinating organization](#).

The following documents can be submitted as proof of your family's income:

- Pay stubs
- Child support
- SSI
- Unemployment benefits
- Documentation of bonuses
- Money received from others
- Self-employment records
- "In-kind" income (e.g., meals or rent in exchange for work), etc.

Drop files here or [browse files](#)

Step 5. Drop or Click “browse files” in the grey box pictured above and choose the document you want to upload.

Note: Once you have uploaded documentation, you will not be able to delete it. If you need assistance, please contact the [Colorado Universal Preschool Helpdesk](#) or your [Local Coordinating Organization](#).