

How to apply for Medicaid online:

1. Go to <https://cssp.kees.ks.gov/apspssp/sspNonMed.portal>
2. In upper right hand corner, click the "sign up" link
3. Follow instructions to enter personal info and email and have patient give you their email address to be linked to their application.
4. Once you hit save, it should take you back to the home page
5. Hit the middle picture that says "apply for benefits"
6. It will ask for username/password that patient just created
7. When they hit "submit", it will send them a code to their cell# to give permission to login
8. Enter that code
9. It will then let you into the application page to apply – choose "apply for medical insurance"
10. Walk through the process and click each button, enter information that patient gives you
11. When completed with all pages, it will ask for a signature by patient by typing in their name
12. Do NOT put your name as the person assisting with the application, it must be the client that signs the application

****Please advise the patient that they will receive information in the mail to send in income and banking information. They must follow through by the deadline or they will be denied.**