



Online Application for BDS Services

Welcome Page

- To apply online for BDS services you may visit <https://bddsgateway.fssa.in.gov/>.
- The Gateway welcome page includes all the required information that will be necessary to complete your application.
- You may choose to login to Access Indiana or Create an Access Indiana account.
 - The benefits of using Access Indiana with Gateway application submission are listed.
 - It's not required to login to Access Indiana, and you may submit an application as a guest.
- You must click on the confirmation box at the bottom of the page after reading the instructions.
 - An option to print this information will also be available.
- Click on 'Start the Application' to begin your application.
- Helpful Hints:
 - All required fields are marked with a red asterisk.
 - Please be aware, if you're not signed into Access Indiana, that you will not be able to save your application to be completed later, and if there is no activity for 15 minutes, then your application will time out, and all information will be lost.

Step 1

- Enter the applicant's SSN or ITIN and date of birth.

Step 2

- Select the option that applies for 'I am applying for myself' or 'I am helping someone who is applying'.
 - If helping someone who is applying, a field will display to select the most accurate relationship to the applicant.
- Enter the name of the individual applying for BDS services.
- Enter the applicant's date of birth.
- Answer 'Yes' or 'No' if the applicant currently has Medicaid.
 - If Yes, you will be asked for the Medicaid number (RID), but it's not required

Step 3

- At least one of the three following pieces of information is required for entry: an address, a primary phone number, or an email address.
- Choose the current living arrangement that best describes where the applicant lives.
- Enter the applicant's mailing/current address, phone number, and/or email address.
- Enter the age that the applicant was diagnosed with an intellectual or developmental disability.
- In 1000 characters, briefly describe how the applicant's disability affects daily life.
- **NOTE:** USPS Address Validation will appear for any addresses that have been entered.

Step ④

- If the applicant's Date of Birth entered in step 1 makes them a minor, then the Legal Representative question will not appear, and you will be required to answer the questions in step 4.
- If the applicant's Date of Birth makes them an adult, answer 'Yes' or 'No' if the applicant has someone who has been legally designated to help make decisions.
 - If 'Yes' is selected, you will be required to enter the legal representative information in step 5.
 - If 'No' is selected, you will move on to step 6 after clicking next.
- Enter information that you want to share about the applicant (gender, marital status, student status, ethnicity, race)
- No is defaulted for Vocational Rehabilitation Services received. Answer Yes, if applicable.

Step ⑤

- Enter the legal representative's name.
- Select the legal representative's relationship to the applicant.
- Enter the legal representative's address, primary phone, and/or email address. At least one is required.
- Select the legal representative's preferred language.
- Answer 'Yes' or 'No' if the applicant has a second legal representative.
 - If 'Yes', then all the above fields will populate for the second legal representative's information.
- If you entered a mailing or current address for the legal representative(s), you may receive a USPS validation pop-up.

Step ⑥

- Review each section's information for accuracy.
- Click the 'Edit Section' button to jump back to the section to edit any information.
- Click the 'Return to Summary' button after all edits have been completed.

Step ⑦

- Upload the Confirmation of Diagnoses and/or Authorization for Disclosure documents.
 - This is completely optional.

Step ⑧

- Read the statement in the 'Signature of Legal Representative' section, if applicable, and click the box to sign the application.
- Read the statement in the 'Signature of Applicant' section and click the box to sign the application.
 - No signature is required if the applicant is a minor or has a legal representative.
- Click the 'Submit' button to submit the application.
 - Upon clicking 'Submit' a pop-up will display asking if you'd like to 'SUBMIT ONLY' or 'PRINT and SUBMIT'. It's recommended that you print or download a copy of your application for your records.
- If you choose to print and submit your application, then a PDF of the application will be downloaded on your device.
- Review the confirmation page information and then click on 'Close' (bottom right corner).
- A representative from the BDS district office will be in contact within 15 days. If you have any questions or need to make any changes, you may contact your district office. Please do not submit multiple applications.