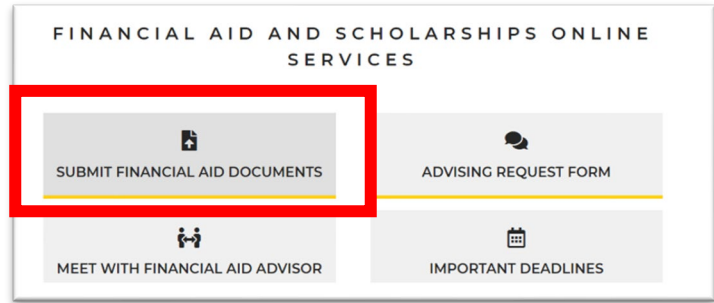




## How to upload documents via Online Document Submission

### Step 1:

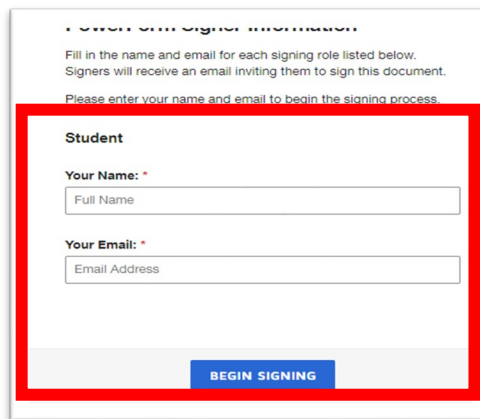
Visit the Center for Student Financial Aid Webpage (<https://www.calstatela.edu/financialaid>) and click the **Submit Financial Aid Documents** to start the upload process.



### Step 2:

After you click **Upload and Submit** you will be prompted to Enter your student **Name** and **Email** and **Begin Signing**.

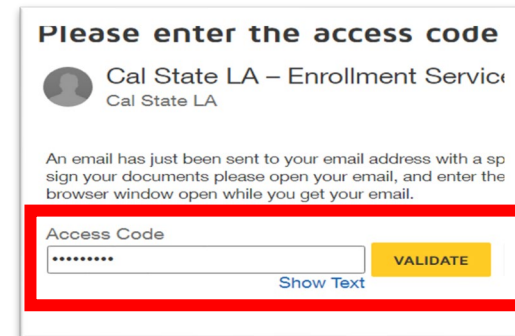
**Note:** The email you enter will receive an **access/validation code** to proceed.



### Step 3:

Enter the **Access Code** that was sent to **your email** and Click **VALIDATE** to initiate the form.

**Note:** If you did not enter the correct email or get an access code you will be required to start the process again.



### Step 4:

Complete all required fields and **Attach** supporting documents if required (**You can attach multiple documents when prompted**).

Once you complete the form Click **FINISH** at the bottom of the form to submit.

**Note:** If you do not complete the form it will be **Voided** and you will have to start the process again.



### Step 5:

Once the form is completed you will receive an email confirmation of completion.