**How to upload documents via Online Document Submission**

**Step 1:**
Visit the Center for Student Financial Aid Webpage ([https://www.calstatela.edu/financialaid](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.