

Uploading a Document to the LESA Scholarship Application

Once the application has been submitted, the applicant may upload their documents through their Application Summary by clicking **Upload your required documents** or the **Upload** button. They have the ability to upload these documents through any device, including a mobile device.

Home My Profile Financial Accounts 🔔 🔒 Signed in as Mike 🔗

Grant & Aid - Application Summary

Application Status: **INCOMPLETE** Application ID: 1696163

The following step(s) are needed to complete your financial aid application:

- [➔ Upload your required documents](#)

Required Documents 🔗 Help

Tax Documents

20 Federal Tax Return	<input type="radio"/>	<input type="radio"/>
	Form 1040 (Page 1)	Form 1040 (Page 2)
20 Federal Tax Return	<input type="radio"/>	<input type="radio"/>
	Form 1040 (Page 1)	Form 1040 (Page 2)

Not Submitted ? If Applicable In Process Complete **Upload** History

- Once the applicant has chosen to upload their documents, the **Upload Documents** window populates.
- Tips for a successful upload display. To ensure you have a good document submitted, do not upload blurry photos, photos that are cut off, or that have excess background around the document. For those who are uploading from a mobile device, a **View Image Upload Tips** link displays and if selected displays the upload tips.
- If any **supplemental documents** are being requested from the institution or organization, those documents are listed separately from the standard tax documents.
- The applicant may click the applicable checkbox (es) for the document(s) to upload. If the document they're uploading is not shown under the pre-populated **Tax Documents** list, the applicant can click **View All** to see the full supporting document list.
- If no tax documents are required because all documents have been sent in, or the family does not file, a 'No tax documents required' message displays.

- The applicant still has the ability to click **View All** to see the full supporting document list.

Upload Documents

Application ID: 1703999
Applicant: Trish Banks (***-**-9781)
Co-Applicant: Henry Banks (***-**-9845)
Address: 5468 Water Way Testville, FL 64512

1 Documents

Select the document(s) you want to upload

Tax Documents

Form 1040 (Federal)
 W-2
(View All)

Supplemental Documents

Essay - Holly, Henry (Sample Institution)





Ready to Upload

2 Upload

Select your document(s) before uploading

[Back to Application Summary](#)

Tips for a successful upload

-  **Good Example**
Content fully in-frame, text clearly showing and minimal background.
-  **Blurry Photo**
Hold the camera steady so the information is clearly visible. If scanning, rescan to get a clearer image.
-  **Cut Off Photo**
Make sure all the content on document is visible before uploading
-  **Excess Background**
Hold your camera closer to the document so you can see as little of the background as possible. If scanning, crop out background

- Once the document type(s) are selected, the applicant clicks **Ready to Upload** to select their document(s) to upload.

1 Documents

Select the document(s) you want to upload

Tax Documents

- Form 1040 (Federal)
- W-2
- Dependent Statement
- Schedules 1 - 5
- Schedule C
- Schedule E
- Schedule F
- Form 4562
- Form 1065
- Schedule K-1 (1065)
- Form 1120S
- Schedule K-1 (1120S)
- Form 8825
- Form 1041
- Other

Supplemental Documents

- Essay - Holly, Henry (Sample Institution)

Ready to Upload

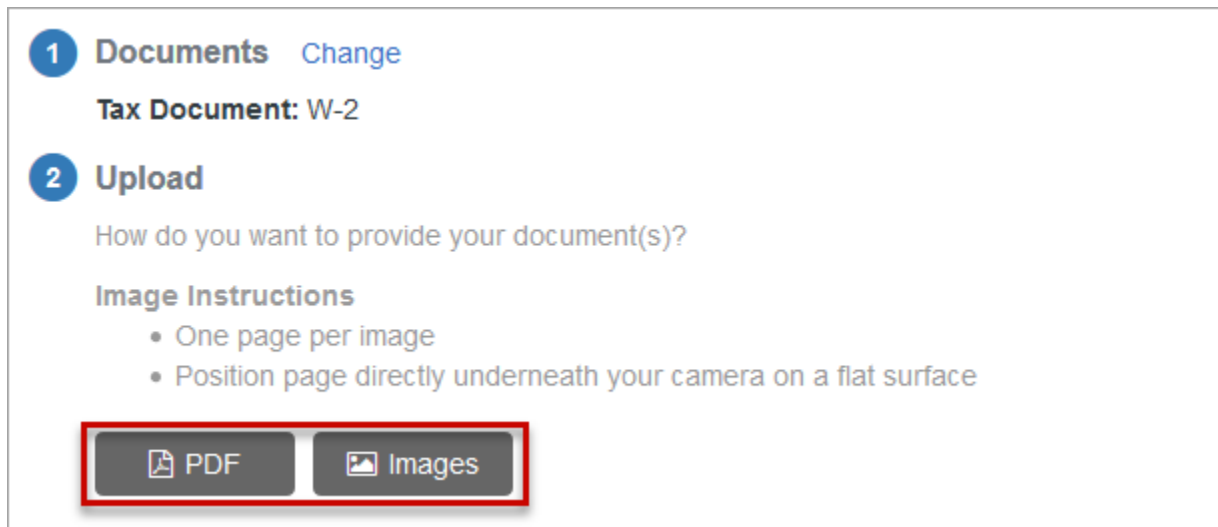
2 Upload

Select your document(s) before uploading

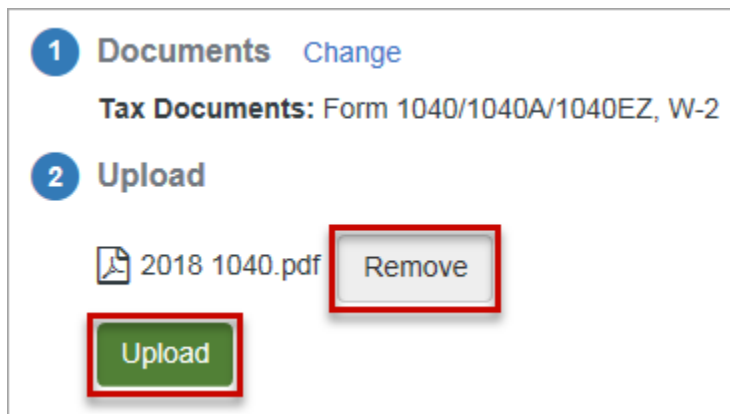
 PDF

 Images

- Once **Ready to Upload** is selected, the applicant chooses how to provide their documents (PDF or Images - JPEG). The applicant may click **Change** to make changes to the documents being uploaded if needed.



- **If PDF is chosen:**
 - The device opens a window for the applicant to choose a PDF.
 - Once the PDF is uploaded, they see the PDF file name. The applicant may click **Remove** to remove the document if needed.
 - If the correct PDF is displaying, they would click **Upload** to complete the upload process.



- **If Images (JPEG) is chosen:**
 - The device opens a window for the applicant to select their images. Any images must be vertical, as horizontal images are not accepted.
 - Once the images are selected, the applicant is able to preview/remove any of the uploaded images.
 - If the correct image(s) are displaying, they would click **Upload** to complete the upload process.

1 Documents [Change](#)

Tax Document: Form 1040/1040A/1040EZ

2 Upload

1 of 3 Remove



Upload Add Images

- Once uploaded, a message displays, "Your file(s) uploaded successfully. What would you like to do next?"
 - Clicking **View Summary** leads the applicant to their [Application Summary page](#).
 - Clicking **Upload another Document** allows the applicant to continue uploading documents to their application.

Upload Complete

Your file(s) uploaded successfully.

What would you like to do next?

View Summary
[Upload another Document](#)