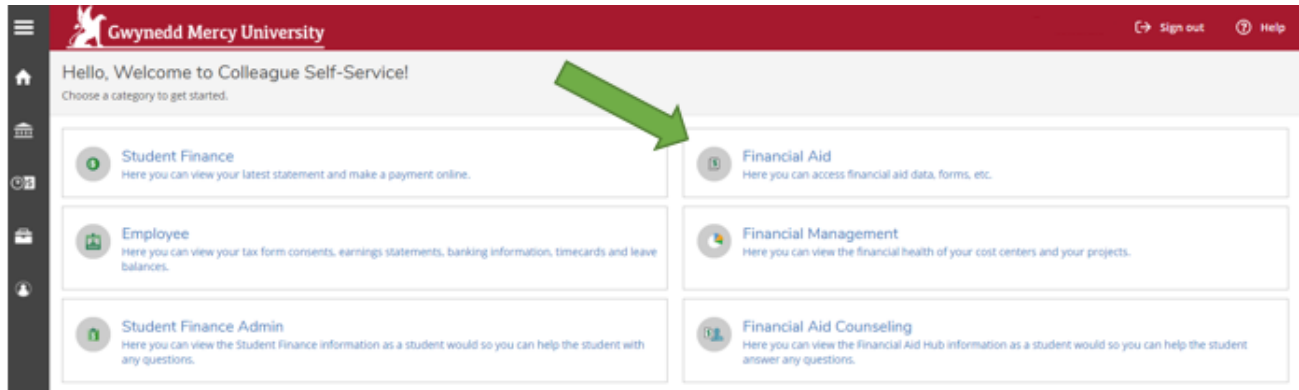
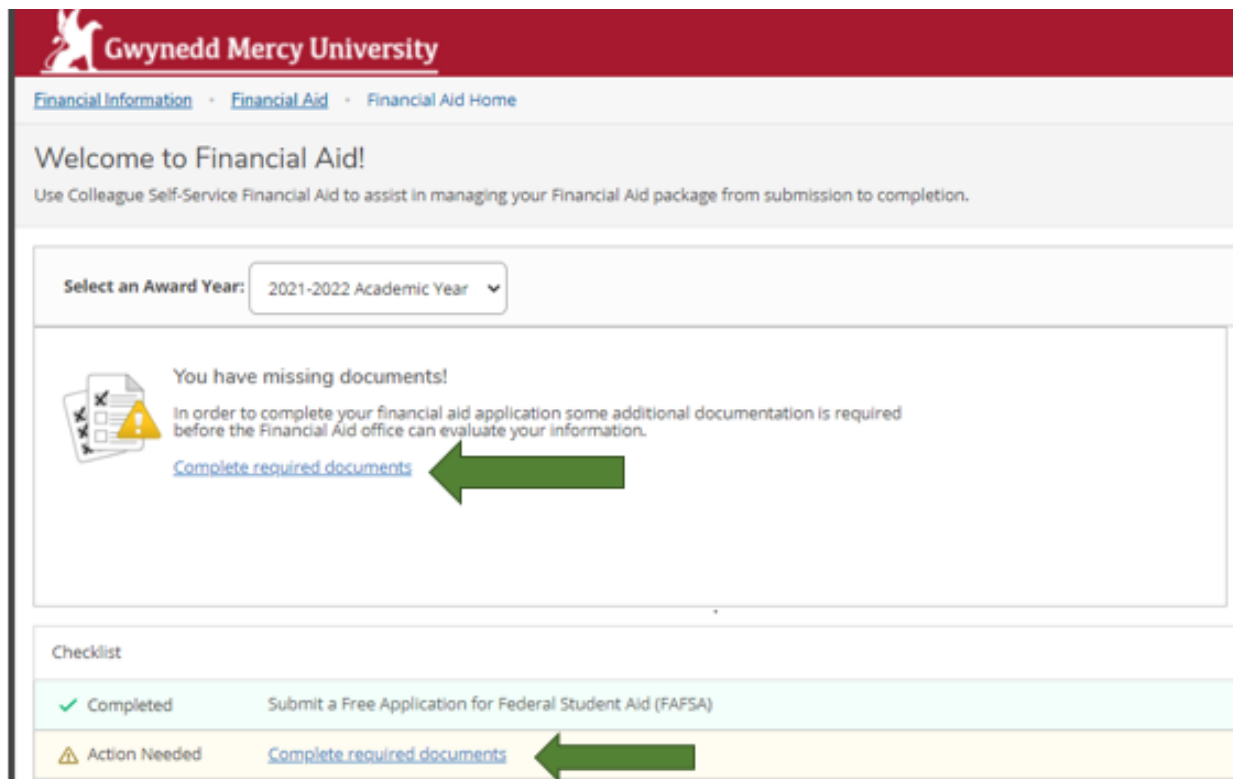


How to Securely Upload Documents to the GMercyU Self-Service Portal

1. Log in to GMercyU's Self-Service Portal.
2. Once you log in to Self-Service, click on the Financial Aid tile to access your aid, forms, and more important information.




3. You will know if you have missing financial aid requirements by going to the checklist below. A yellow exclamation point with the words 'Action Needed' will tell you whether or not documents are missing.



4. Detail into your missing financial aid requirements, and you will see a prompt that says 'Manage' at the right hand corner for documents where attachments can be submitted.

Required Financial Aid Documents
Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Select an Award Year: 2021-2022 Academic Year [Contact Financial Aid Office](#)

| Document | Explanation | Due Date | Status | Attachments |
|------------------------------|--|------------|----------|---|
| 2021-2022 FAFSA | FAFSA | 04/06/2021 | Received | |
| 2021-2022 FAFSA | FAFSA | 03/04/2021 | Received | |
| Proof of Citizenship | In order to be considered for Federal Financial Aid, you must submit unexpired citizenship documentation. Please see... | | |  Manage |
| College Transcripts Required | Your FAFSA has been flagged for Unusual Enrollment history. Please submit academic transcripts to the Student Financial Aid... ... | | | |
| 21-22 Dependent Verification | Your FAFSA has been selected for a review process known as verification. Please complete the Dependent Verification Worksheet... ... | | | Manage |

5. Select 'Manage', and it will provide you with a window where you can securely upload your document. Select 'Choose File' to pick the file(s) from your computer that you would like to upload. Select 'Upload' when you are ready to submit your documents.

***** (CAUTION: You can only upload PDF, JPG, and PNG files to Self-Service. DOCX and Microsoft Word Document are not supported for uploads.)**

Attachments ✕

Upload new attachment

[Choose File](#) Test PDF Document.pdf [Upload](#) [Clear](#)

Accepted File Types: (.pdf)
Maximum File Size: (20 MB)

No attachments found.

[Close](#)

6. You will see on Self-Service once the document upload has successfully been completed.

Attachments ✕

✓ Test PDF Document.pdf has been uploaded successfully

Upload new attachment

[Choose File](#) No file chosen [Upload](#) [Clear](#)

Accepted File Types: (.pdf)
Maximum File Size: (20 MB)

| Name | Uploaded On | Actions |
|-----------------------|----------------------|--------------------------------------|
| Test PDF Document.pdf | 8/6/2021 11:59:09 AM | 📄 🗑️ |

[Close](#)

7. If you need to delete an attachment or resubmit it, you can click on the small trash can icon to delete the document you previously submitted.

Attachments ✕

Upload new attachment

No file chosen

Accepted File Types: (.pdf)
Maximum File Size: (20 MB)

| Name | Uploaded On | Actions |
|-----------------------|----------------------|---------|
| Test PDF Document.pdf | 8/6/2021 11:59:09 AM | |

Delete Attachment

Are you sure you want to delete Test PDF Document.pdf?

Attachments ✕

Test PDF Document.pdf has been deleted successfully

Upload new attachment

No file chosen

Accepted File Types: (.pdf)
Maximum File Size: (20 MB)

No attachments found.

Close

8. The financial aid office is notified each time you upload a document, so there is no need to contact our office to confirm. You can always check with our office to confirm your financial aid status.

Main Campus Students: financialaid@gmercyu.edu

Non-Term Students: nontermid@gmercyu.edu

Accelerated BSN Students: absnfinancialaid@gmercyu.edu