

Secure Document Upload

## Using the Secure Document Uploader

The safety and security of your personal information is very important to the UMKC Financial Aid and Scholarships Office. To assist with collecting documents required for financial aid, UMKC has developed a Secure Document Uploader tool that can be accessed via <u>Pathway</u>. Students can use this tool to submit documents electronically through a safe and secure platform. The Secure Document Uploader is also mobile-friendly.

For information on how to know if the Financial Aid Office is requesting documents, review our To Do List Guide.

To use the Secure Document Uploader:

- 1. Login to Pathway by visiting https://umkc.umsystem.edu/
- 2. Once logged in, click on the Secure Document Upload tile



3. Enter the following information to submit documents to the Financial Aid Office

Secure Document Upload Start by selecting the office or department, select the type of document, then add attachment. Your contact information will be automatically associated with the document. Student ID 0250824 Office / Department Financial Aid Office Document Type Comments / Notes Enter any comments that you'd like the Financial Aid Office to be aware of	✓ Student Center	Document	t Upload
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Financial Aid and Scholarships Office 101 Administrative Center 5100 Rockhill Road Kansas City, MO 64110-2499 PHONE: 816-235-1154 TOLL FREE: 1-800-775-UMKC FAX: 816-235-5511 E-MAIL: finaid@umkc.edu

Those with speech or hearing impairments may use Relay Missouri 1-800-735-2966 (TT) or 1-800-735-2466 (Voice) an equal opportunity/affirmative action institution



- 4. Click Add Attachment
- 5. Select the My Device tile, and locate the file you wish to attach

File Attachment	×
Choose From	
My Device	

- 6. You will see your document listed at the bottom.
- 7. Click Upload



- 8. You will receive a confirmation when the file is uploaded
- You can upload multiple files. We advise allowing the uploader a minute to process each file before uploading another
- Once your document has been received and processed by Financial Aid Office staff, you will see it marked as In-Progress on your To Do List

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