

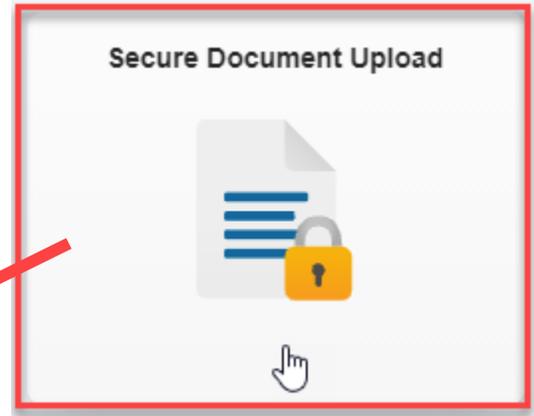
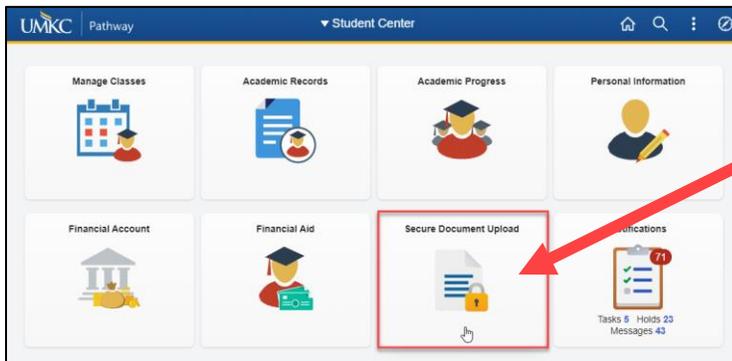
Using the Secure Document Uploader

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 [Pathway](#). 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.umssystem.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

← Student Center
Document Upload

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
02250824

Office / Department

Document Type

Comments / Notes

Select Financial Aid Office

Select the **type** of document you are uploading

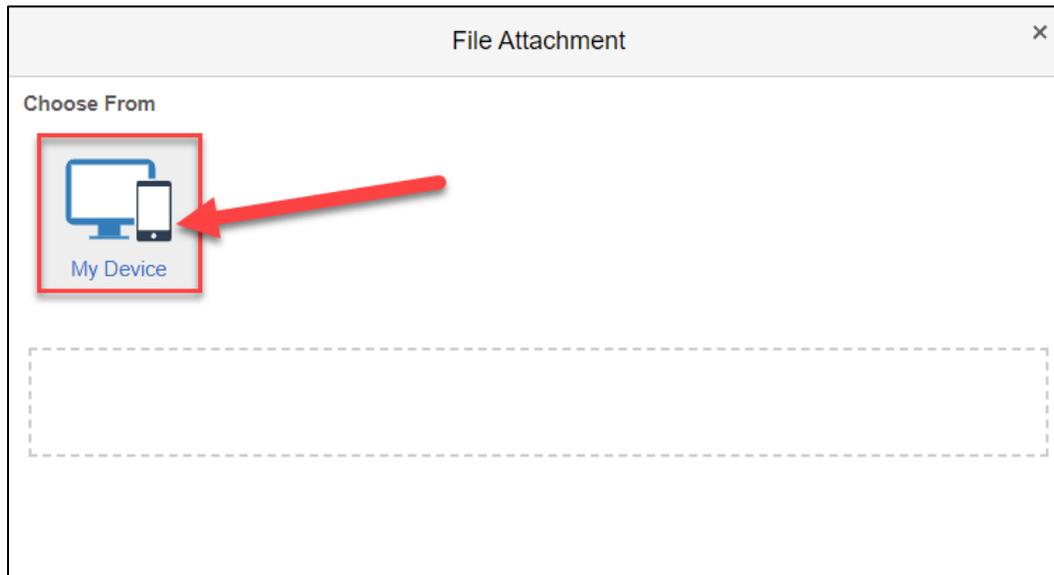
Enter any **comments** that you'd like the Financial Aid Office to be aware of

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

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



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



8. You will receive a **confirmation** when the file is uploaded
9. You can **upload multiple files**. We advise allowing the uploader a minute to process each file before uploading another
10. 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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