

## How to Upload a Document

1. Log in to your myUH self-service account and select "Financial Aid."



2. Select "To Do List."



3. Review the list of documents. Make sure that you are selecting the item for the correct academic year.

### View your To Do Items by

**Due Date**    
**Institution**    
**Function**  

**go**

To Do Item	Due Date	Status	Institution	Administrative Function	Details/Upload Document
<a href="#">2013 Parent Tax Transcript</a>	03/04/2014	Initiated	University of Houston	Financial Aid	<a href="#">Upload/View Document</a>
<a href="#">2013 Stdnt Tax Non-filer form</a>	03/04/2014	Initiated	University of Houston	Financial Aid	<a href="#">Upload/View Document</a>
<a href="#">2014-15 Verification Form-Dep</a>	03/04/2014	Initiated	University of Houston	Financial Aid	<a href="#">Upload/View Document</a>
<a href="#">US Citizenship Documentation</a>	03/04/2014	Initiated	University of Houston	Financial Aid	<a href="#">Not uploadable- Review Item Description</a>

- After you have confirmed the correct year, click on the title of the document or click on the "Upload/View Document" link for the document you would like to upload. *Please note: Not all items have the option to upload. Some documents must be submitted in person, review item description for more information.*

**View your To Do Items by**

**Due Date**    
**Institution** University of Houston   
**Function**   go

Item List					
To Do Item	Due Date	Status	Institution	Administrative Function	Details/Upload Document
<a href="#">2013 Parent Tax Transcript</a>	03/04/2014	Initiated	University of Houston	Financial Aid	<a href="#">Upload/View Document</a>
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- Read the description to make sure you are uploading the proper documentation for this item.

### 2013 Parent Tax Transcript

**Aid Year:** 2015

**Contact**

**Academic Institution:** University of Houston  
**Administrative Function:** Financial Aid  
**Due Date:** 03/04/2014  
**Contact:** Scholarships & Financial Aid

**Description**

Provide a copy of your parent's 2013 Federal IRS Tax Transcript. If your parents are married and did not file a joint return, provide a copy of both of your parent's 2013 Federal IRS Tax Transcript.

- Once you have read the description and you have the documentation, click the "Upload File" button.

## 2013 Parent Tax Transcript

**Aid Year:** 2015

### Contact

**Academic Institution:** University of Houston  
**Administrative Function:** Financial Aid  
**Due Date:** 03/04/2014  
**Contact:** Scholarships & Financial Aid

### Description

Provide a copy of your parent's 2013 Federal IRS Tax Transcript. If your parents are married and did not file a joint return, provide a copy of both of your parent's 2013 Federal IRS Tax Transcript.

Upload File

View File

**Document Uploaded:** No

7. All documents must be in PDF format. Read over the information carefully to ensure that you upload your document successfully. Click "Browse." *Please note: This feature may not work as designed in Chrome.*

## Secure File Upload Instructions:

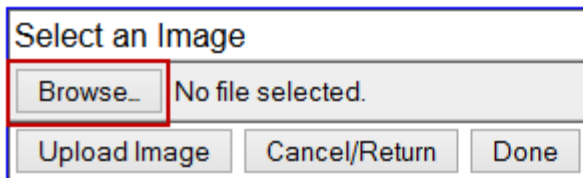
Document must be in .PDF format  
Max size 25 MB

A to-do list item must have a document uploaded to be considered "received", please upload **ONLY ONE DOCUMENT** per to-do list item. If you combine multiple documents and upload them to one to-do list item, your file will be considered incomplete and not processed.

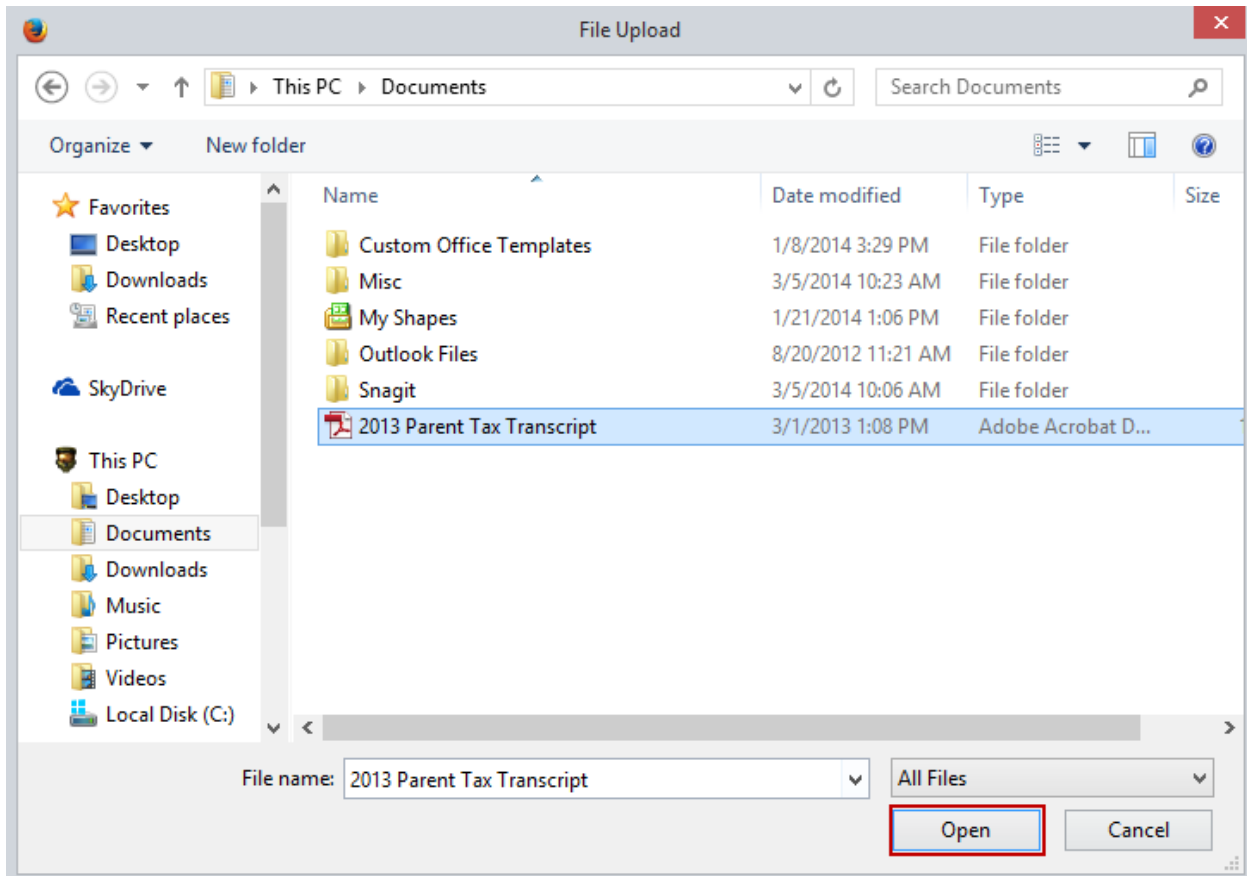
For example, if you have a to-do list item requesting your tax transcript and this document has ten pages, you should scan all ten pages as one file and upload the .PDF file to that particular to-do list item. You should NOT scan your combined ten-page tax transcript and your two-page verification form and upload the file to your tax transcript to-do list or it will be considered incomplete and not processed.

By submission, I certify that the information I have provided is **complete and correct** and I understand that the submission of false information is grounds for rejection of federal and/or state aid, cancellation of any previously offered aid and/or the appropriate disciplinary action.

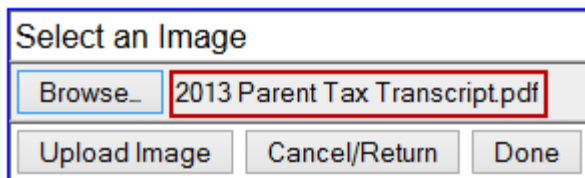
1. Click on the **Browse** button, select the file you are uploading, and click **Open**.
2. Click on the **Upload Image** button to start the upload process.
3. A pop-up window with the message "Document Uploaded Successfully" will appear, click **OK** to return back to this page. Your document has been sent to our secure document processing servers.
4. Click on the **Done** button when you are finished to complete the process and view your submission.



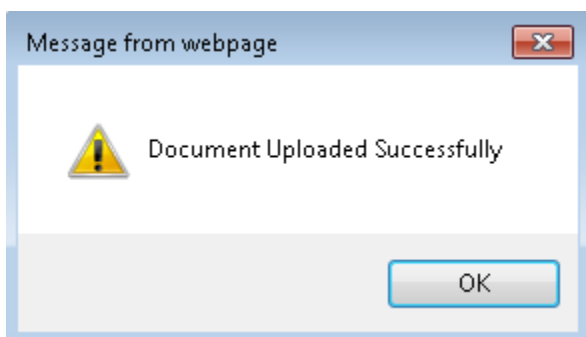
8. Locate the file that you would like to upload, then click "Open."



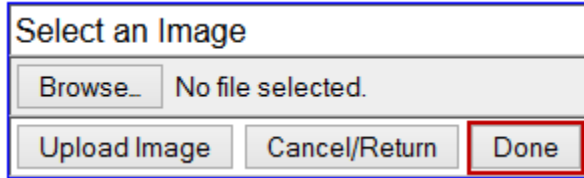
9. The document should be listed in the browse field. Once the document shows, click "Upload Image."



10. A pop-up message will appear to inform you that you have uploaded your document successfully. Click "OK."



11. Click "Done."



Select an Image

Browse... No file selected.

Upload Image Cancel/Return Done

12. Click "Return" when you see this message to go back to your to do list item.

### UPLOAD DOCUMENT PROCESS

Click to return to your To-Do List,  
Please refresh page to view any changes.

Return

13. To view the document that you loaded, click the "View File" button.

### 2013 Parent Tax Transcript

Aid Year: 2015

#### Contact

Academic Institution: University of Houston  
Administrative Function: Financial Aid  
Due Date: 03/04/2014  
Contact: Scholarships & Financial Aid

#### Description

Provide a copy of your parent's 2013 Federal IRS Tax Transcript. If your parents are married and did not file a joint return, provide a copy of both of your parent's 2013 Federal IRS Tax Transcript.

Upload File

View File

Document Uploaded: Yes

14. The document that you uploaded should open in a new window. You have now successfully loaded the document. Please note that the "Document Uploaded" field now indicates "Yes."

## 2013 Parent Tax Transcript

<b>Aid Year:</b>	2015
<b>Contact</b>	
<b>Academic Institution:</b>	University of Houston
<b>Administrative Function:</b>	Financial Aid
<b>Due Date:</b>	03/04/2014
<b>Contact:</b>	Scholarships & Financial Aid
<b>Description</b>	
Provide a copy of your parent's 2013 Federal IRS Tax Transcript. If your parents are married and did not file a joint return, provide a copy of both of your parent's 2013 Federal IRS Tax Transcript.	
<input type="button" value="Upload File"/>	<input type="button" value="View File"/>
<b>Document Uploaded:</b> Yes	

15. Click "Return" to go back to your to do list. Note that the item you uploaded is still in an "Initiated" status. Click the "Go" button to refresh the page.

### View your To Do Items by

<b>Due Date</b>	<input type="text"/>	<input type="button" value="go"/>
<b>Institution</b>	University of Houston	
<b>Function</b>		

Item List					
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16. The item you uploaded to has been updated to "Received." To upload additional documents, repeat the process.

View your To Do Items by

Due Date    
Institution University of Houston    
Function

Item List					
To Do Item	Due Date	Status	Institution	Administrative Function	Details/Upload Document
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