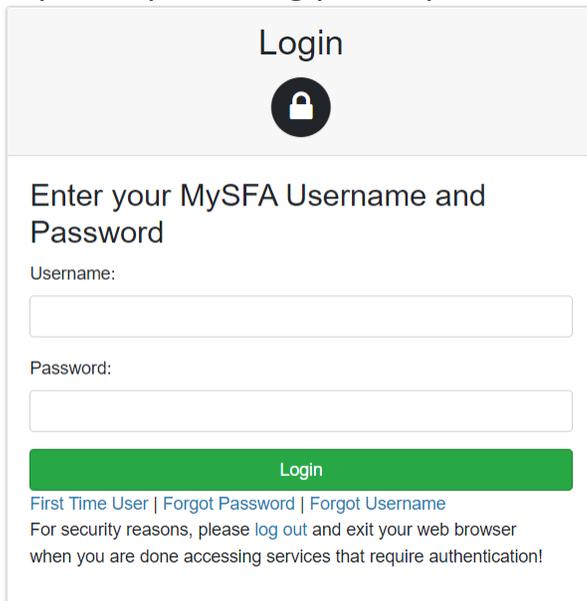


## Uploading Exemption/Contract Paperwork

- 1) Login to your MySFA using your MySFA credentials



Login

Enter your MySFA Username and Password

Username:

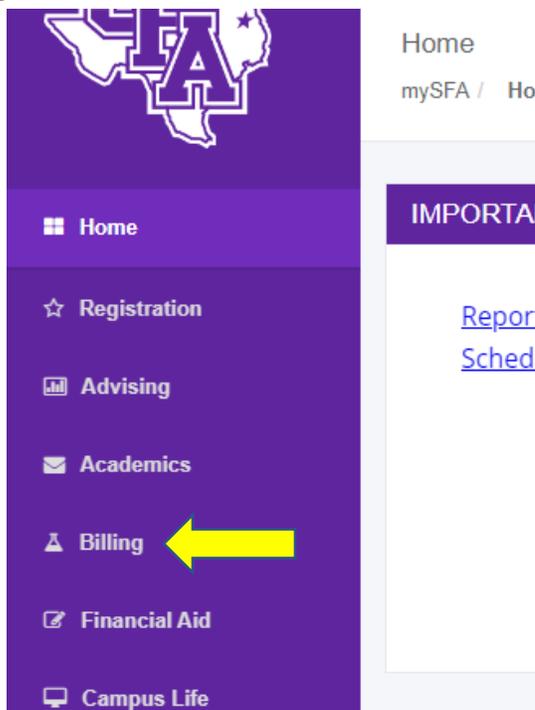
Password:

Login

[First Time User](#) | [Forgot Password](#) | [Forgot Username](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

- 2) From the homepage, click on the billing tab located to the far left of your MySFA in purple



- 3) Select the “Upload Contract/Exemption Paperwork” link located under the Billing information/Upload documents section.

## BILLING INFORMATION / UPLOAD DOCUMENTS

[View Account Detail](#)

[Dates and Deadlines](#)

[Student Financial Responsibility Agreement](#)

[Guaranteed-Price Plan election](#)

[Informational Resources and Forms](#)

[Contact Business Office](#)

[Upload Contract/Exemption Paperwork](#)



- 4) Select the contract/exemption you are turning in documents for in the drop down box and click continue

- 5) Once you are on the next screen you will upload the documents and then click submit. Once you have submitted, please allow 5-7 business days for documents to be processed.

Choose Image to upload

No file currently selected for upload

Submit

Please do NOT refresh after submitting.