1) Login to your MySFA using your MySFA credentials

Login
Enter your MySFA Username and Password <sup>Username:</sup>
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.

NG 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

		Con
Plea	se determine the contract exemption you will be uplo	oading from the selection:
ſ	Please Select	<ul> <li>Continue</li> </ul>
	Please Select	
_	Army Tuition Assistance	
This	Children Professional Nursing Exemption	r system As a State of Texas Institution
pros	Firefighters	provided by applicable privacy laws
pros	Hard of Hearing Hazlewood	provided by applicable privacy laws.
	Leap Eligibility Documentation	SFA St
	Other Contract	
_	Other Exemption	
_	Preceptor Nurses Exempt	
SE: 8	Texas Tomorrow (Guaranteed) Tuition Plan	
	Visually impaired	
	valedictorian luition Exemption	

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.

