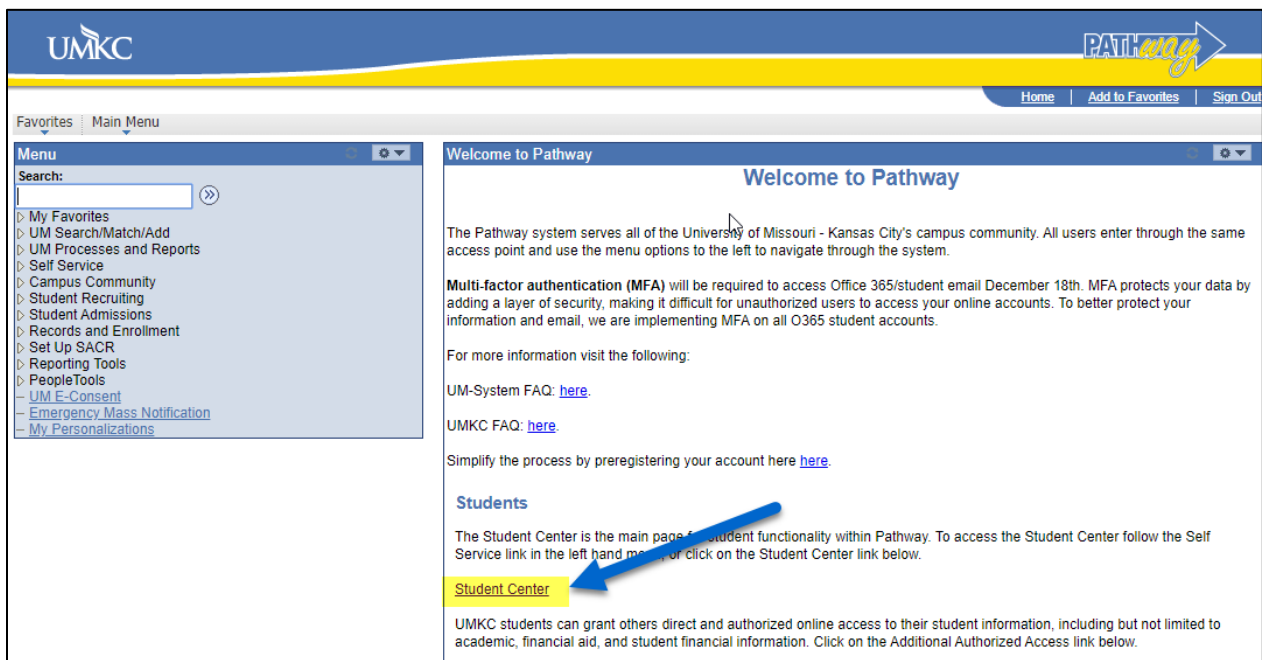## Using the Secure Document Uploader

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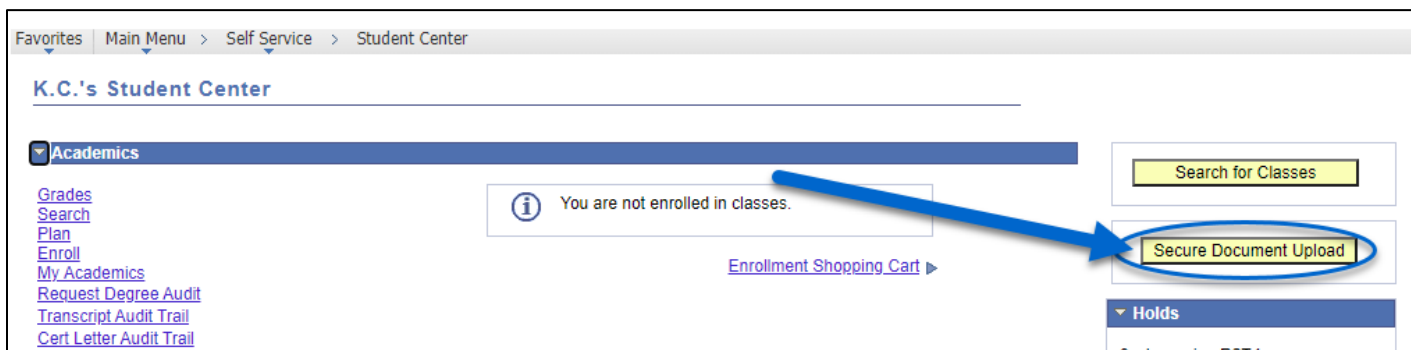
For information on how to know if the Financial Aid Office is requesting documents, review our To Do List Guide.

To use the **Secure Document Uploader**:

1. Login to Pathway by visiting https://umkc.umsystem.edu/

2. Once logged in, click on **Student Center**

3. On the right-hand side of the Student Center, you will see a **Secure Document Upload** button.
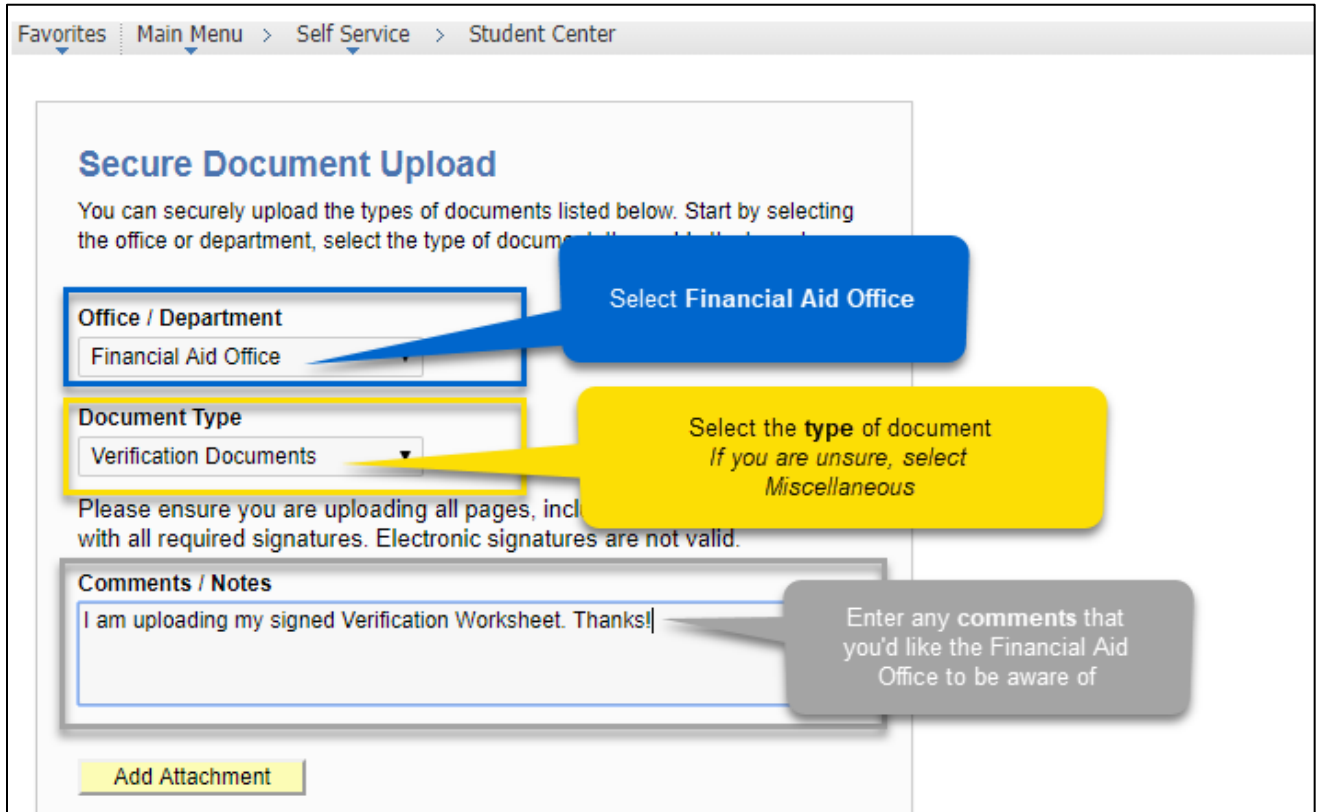
4. Click the button

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

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

6. Click **Add Attachment**

7. Locate the file you wish to attach

8. Click **Upload**

9. You will receive a **confirmation** when the file is uploaded

10. You can **upload multiple files**. We advise allowing the uploader a minute to process each file before uploading another

11. 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

Financial Aid and Scholarships Office
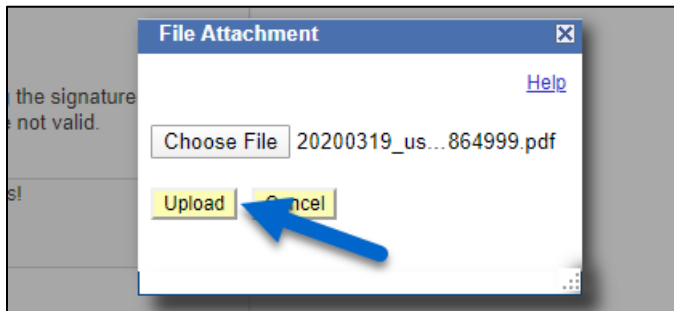101 Administrative Center
5100 Rockhill Road
Kansas City, MO 64110-2499

PHONE: 816-235-1154
TOLL FREE: 1-800-775-UMKC
FAX: 816-235-5511
E-MAIL: finaid@umkc.edu

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