

How to Attach Required Financial Aid Documents

# 1. Log into your SOMA Portal and select Student Home tile



#### 2. <u>Student Home Page - select Tasks tile</u>





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#### 3. <u>Select task on To Do List Page</u>

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1 To Do Lief	To Do List			
⊘ Holds		1 row		
Completed Agreements		Τå		
	Test Due Date Status			
	Proof of Officerative Initiated	>		
	To-Do List items will remain "Initiated" until the assigned department reviews and updates to Complete.			

### 4. Select Upload Document

✓ Student Home		Tasks	
To Do List	To Do List	Task Details ×	
Holds Completed Agreements	Task Proof of Citizenship To-Do List items will remain "In	Task Details ×   Proof of Citizenship Aid Year: Financial Aid Year 2023 - 2024   Status Initiated Status Date: 03/30/2023   The Social Security Administration (SSA) could not confirm that you are a U.S. Citizen. Please provide Student Financial Services with documentation of your citizenship, such as your U.S. Pessport, Confecter of Naturalization, or birth certificate. If you are not a U.S. Citizen, please correct litem 14 and our FAFSA.	Status Inifiated

5. Under Attach Files - Click Add - Select your document - SAVE

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Uploaded Files					
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Attached File	View	Add			
	View	AH		-	•
Save					