

Document Submission Portal Instructions

Step 1: Access the Portal by clicking this link: [Document Submission Portal](#)

https://exfe1.cortland.edu/adfs/ls/?wa=wsignin1.0&wtrealm=urn:federation:cas

Convert Select

inb - SUNY Cortland Tabs https://ifap.ed.gov/sfahan... Suggested Sites Web Slice Gallery HESC - New York State Hi...

SUNY Cortland

Sign in with netid@cortland.edu and your password.

[Sign in](#)

- [Forgot username/password?](#)
- [New to campus?](#)
- [I need help!](#)

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

Systems Status 16 0 0 0

■ All systems online. No issues reported.
[View all systems statuses](#)

125%

Step 2: Login with your MyRedDragon username and password.



SUNY Cortland Financial Aid Office Secure Upload

Use this form to upload documents required by the SUNY Cortland Financial Aid Office.

First Name

Last Name

C#

Email Address

Select File(s) to upload

- Forms***
- EOP Financial
- EOP Questionnaire
- Verification Worksheet
- Parent Tax Documentation
- Student Tax Documentation
- Special Circumstance Form and Documentation
- Proof of Independence Documentation
- Citizenship Documentation
- Selective Service
- Social Security number
- VA Documentation
- Other

File* Browse...

Submit Form

Powered by [Formstack](#)

Step 4: Select the type of form you are submitting by selecting one of the options from the drop down menu under "Forms".



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Select File(s) to upload

Forms*

File*

Upload another file

Powered by [Formstack](#)

Step 5: Click "Browse" to select the file from your computer that you want to upload.

Please upload your document as one file, instead of uploading each page of the document as multiple separate files.

If you wish to upload another file, check the "Upload another file" checkbox and repeat Step #4-5 above.



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Use this form to upload documents required by the SUNY Cortland Financial Aid Office.

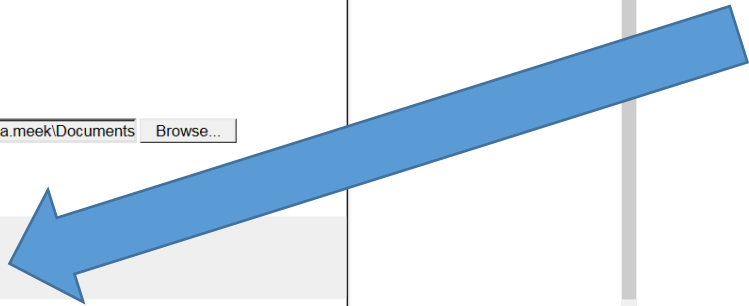
First Name <input type="text"/>	Last Name <input type="text"/>
C# <input type="text"/>	Email Address <input type="text"/>

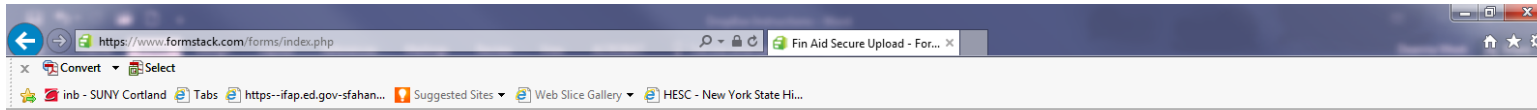
Select File(s) to upload

Forms* Student Tax Documentation	File* C:\Users\deanna.meeke\Documents <input type="button" value="Browse..."/>
<input checked="" type="checkbox"/> Upload another file	

Forms* Verification Worksheet	File* C:\Users\deanna.meeke\Documents <input type="button" value="Browse..."/>
<input type="checkbox"/> Upload another file	

Step 6: When you have selected all the files from your computer that you wish to upload, click the "Submit Form" button at the bottom of the page.





Thank You

The form was submitted successfully.

Step 7: After clicking the “Submit Form” button, you will receive a confirmation message on the next page stating “The form was submitted successfully”.

If you submitted multiple forms, you will receive the same confirmation message.

You will also receive an e-mail confirmation within 30 minutes of your form(s) submission.