1. To upload your financial aid documents to the UCI Financial Aid Office, please visit: https://uci.verifymyfafsa.com

2. Login with your UCInetID and Password

3. Once you login with your UCInetID, you will be required to create an account if the following screen appears below. It is important that when you create your account, you enter your name, date of birth and social security number (For Dreamers, enter your Dream Act ID #) exactly how it appears on the FAFSA/CADAA. If you have already created an account in the past, this step will automatically be skipped and you will be directed to step 4 below.
4. Once you are successfully logged in, Click “Request” on the top right hand corner for a list of documents to upload.

5. In the **2020-2021 Column**, select the “green plus sign” next to the appropriate document depending on what you are uploading for the 2020-2021 academic year. **See document descriptions below.**

   - **2018 Parent Tax Information-UCI**: Select this if you are uploading your parents’ tax information.
   - **2018 Student / Spouse Tax Information-UCI**: Select this if you are uploading yours and/or your spouse’s tax information.
   - **2020-2021 Signed Verification Worksheet-UCI**: Select this if you are uploading your UCI Electronic Verification Signature Page (all pages to this worksheet must be uploaded).
• **Financial Aid Document 1 through Financial Aid Document 5-UCI**: These options are reserved for you to upload any other “Needed” 2020-21 financial aid documents on “My Aid Application Status” of MyAid portal that are not taxes or the signed verification worksheet.

• **Financial Aid Miscellaneous Document-UCI**: This option is also reserved for you to upload any other “Needed” 2020-21 financial aid documents on “My Aid Application Status” of MyAid portal that are not taxes or the signed verification worksheet.

• **SAP Appeal**: This is reserved for student’s that is not making Satisfactory Academic Progress (SAP). We will notify you if you are not doing well academically and need to do a SAP appeal for financial aid. **DO NOT** choose this option for a Selective Service Appeal or any other types of appeals. If you are uploading documents to your Selective Service Appeal, you will need to use one of the Financial Aid Document (1, 2, 3, 4, 5) or the Financial Aid Miscellaneous Document is acceptable as well.

6. Once you have selected the appropriate document to upload, the following pop-up box will appear. You will need to enter a reason for the request. You can provide a simple reason as the one below then hit “Submit”

7. Once a request to upload a document has been selected, go to the “2020-2021 Other Documents” tab and click on the document that you are uploading. Select “Upload” to upload your document and hit the “Submit” button. The “red circle” will indicate the number of documents you have selected and still need to upload. See the following screen shots.
8. Once you have submitted your upload, hit the “Finish” button to finalize the submission. A Check Mark will appear if you have successfully uploaded that document. See the following screen shot.
Please note: Due to COVID-19 and the campus closure, please be aware that there may be a delay in updating the status of uploaded documents. We appreciate your understanding and patience as our office adjust to these new processes.