UC San Diego

How to Create an Account for the Document Submission Tool

All Students: You must first register a Document Submission Tool account using your name, Date of birth and social security number/CA Dream Act Application ID *exactly* as they appear on your FAFSA or CA Dream Act Application in order to view and submit Financial Aid documents.

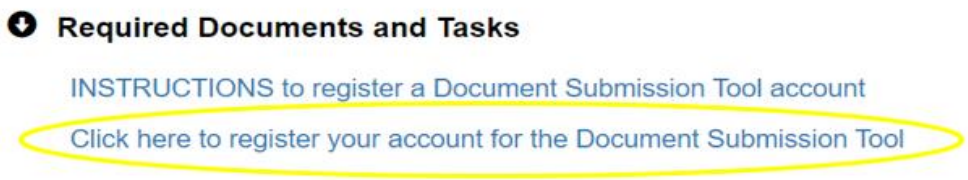
Newly Admitted students: you must first accept your offer of admission (AYO) before you can access the Financial Aid and Scholarships (FAS) student portal and register a Document Submission Tool account.

To access the Document Submission Tool:

1. Log into Financial Aid and Scholarships (FAS) student portal in Financial Aid and Scholarships (FAS) student portal and select the applicable academic year from the drop down.

2. If it is your first time logging in:

   - Click option "Click here to register your account for the Document Submission Tool"

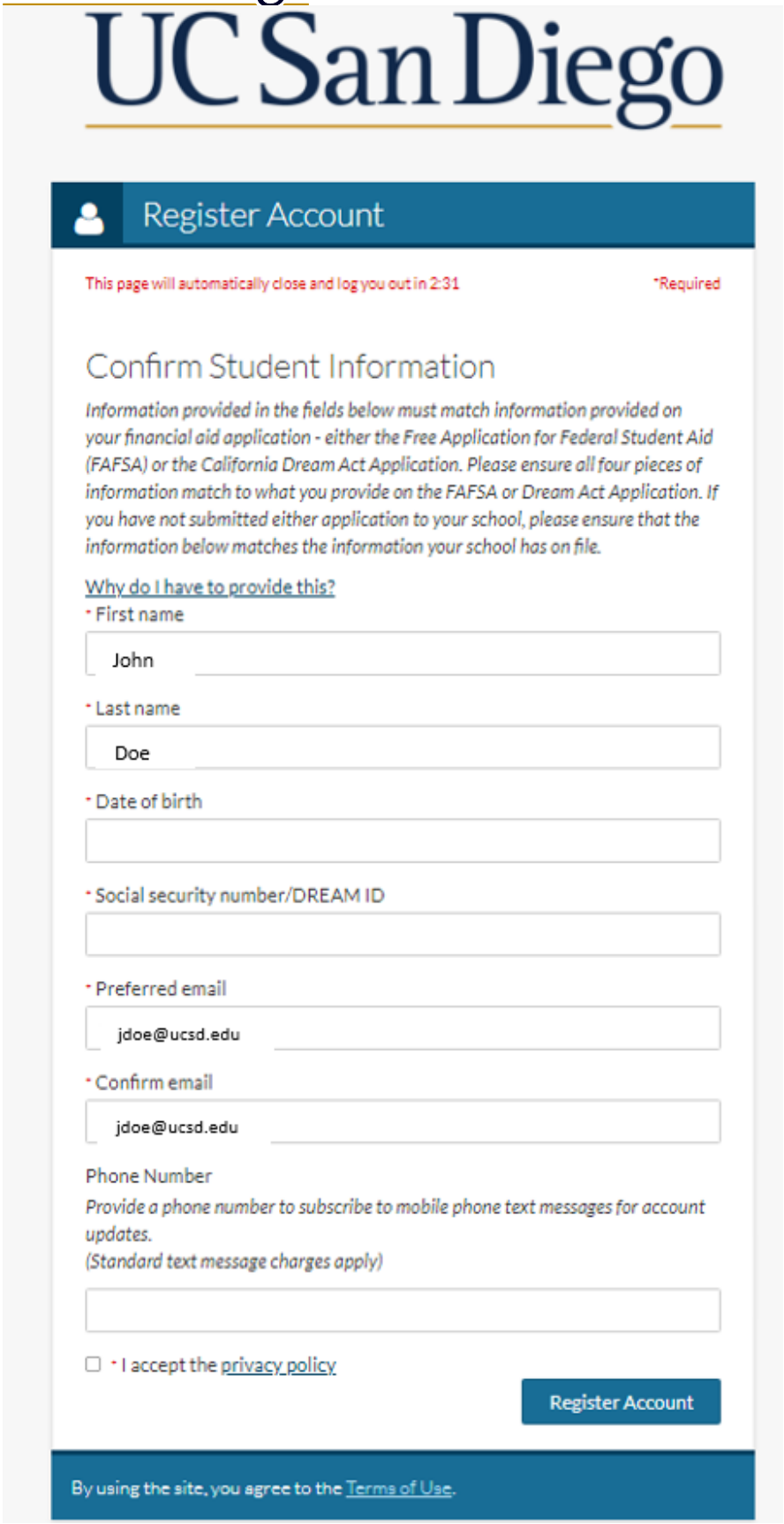


The very *first* time you access the Document Submission Tool you are asked to provide the following information to register your account. Enter exactly as it appears on your FAFSA/ CA Dream Act Application:

- First name
- Last name
- Date of birth, AND
- Social security number (or DREAM ID)
  - if you filed a CA Dream Act Application to find the DREAM ID, login to the DREAM app, select the year, and the DREAM ID displays in the top right corner.
- After all of the above has been updated/verified, click on "Register Account".

Please note this information *must match* the information on your FAFSA or CA Dream Act Application, or you will not be able to set up your account and receive an error message:

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What next? After registering your account, you will need to complete any required documents or tasks. You can always access the Document Submission Tool in the FAS student portal in Financial Aid and Scholarships (FAS) student portal.

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