

How to Upload Documents in MyPortal

Follow these instructions to submit documents through your [MyPortal account](#).

1. Save your document on your computer or phone as a Word or Adobe PDF file.

- Save the pages of the document as **ONE** file. If you try to submit each page separately, you will not be successful. MyPortal will only accept one file.

2. Find Your To-Do List in MyPortal

Welcome to MyPortal

Use My Portal to manage your college financial aid and K12 grants and scholarships for K12 dependents.

There are new items on your To Do List.

-  To Do List
-  Applications and Renewals for K-12th Grade
-  Applications and Renewals for College
-  School Choice
-  Eligibility and Award Information
-  Notifications
-  My Contact Information
-  My Profile

3. Find the requested document and due date. Click on “Provide Documents”

Application or Required Documentation	Receipt Date	Action Items	Due By
 Opportunity Scholarship Income Documents		Provide Documents	06/09/2025

4. Click on “Upload Document”

Document	Action
2024 Tax Return Transcript (Income Verification Document)	Upload Document

5. Click on “Choose File”

MyPortal allows one document to be uploaded per application.

Before uploading, be sure all required pages are saved to one file.

The following file types are allowed: .pdf and .docx.
The maximum file size allowed is 10M.

Select file to upload:

No file chosen

File name:

6. Find where you saved the file on your phone or computer. Click on the file name.

The file name should appear in the MyPortal file name search bar. Click on “Upload File” button.

Select file to upload:

2024 Return...nscript.docx

File name:

7. You will receive a message that the file loaded successfully.

Your document has been uploaded successfully.

Troubleshooting Guide

Why Your Document Was Rejected

What To Do Next

Error message: incorrect file format

MyPortal will only accept files that are saved in Microsoft Word (.docx) or Adobe PDF (.pdf). Resave your document in Microsoft Word or Adobe PDF and try again (you may need to refresh your browser to get the link to submit again).

Error message: file is too large.

The maximum file size is 10MB. You will need to reduce the size of the file. See [instructions for reducing PDF file size](#).

- Select your file
- Choose 'High' compression level
- Click on 'Compress'
- Download the new compressed file
- Upload to your MyPortal To-Do List

The document you submitted was incorrect.

If you submit the wrong document, you will receive a message from the scholarship team. They will reopen the link for you to submit the correct document.

Incomplete document.

If you did not submit all the necessary pages, you will receive a message from the program team to resubmit the document.

How to Create an Electronic File on your phone

You must submit documents electronically in MyPortal. If you have a smart phone or tablet, you can follow the instructions below to create an electronic file.

Option 1: Take pictures of the document and save them as one PDF file.

1. Place document on a table or flat surface.
2. Hold your phone or tablet over the document and take a picture of **each** page.
3. Follow [these instructions](#) to save your images as one PDF file.

Option 2: Download software to scan and save the document.

Download a free tool for mobile phone or desktop computer to photograph the document and save the file.

Once you have an electronic copy of your document, follow the instructions provided above to submit the document.