

Saving your FAFSA Submission Summary as a PDF & uploading it to your CollegeReady app

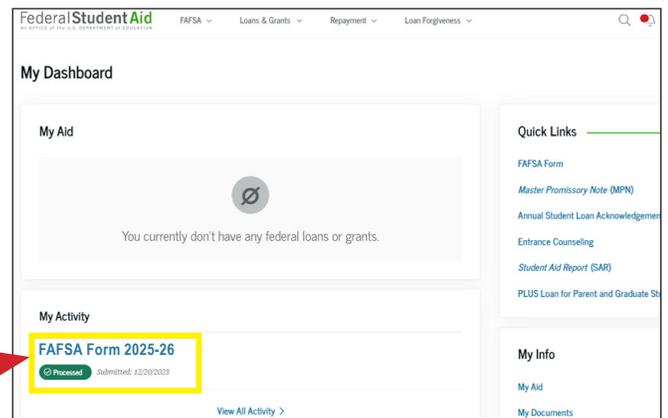
STEP 1:

Once your FAFSA has been processed, you will receive an email directing you to your FAFSA Submission Summary. Click the link provided.

Can't find the email? Just **log into your FAFSA account**.

STEP 2: When you log into your FAFSA account you'll look for "FAFSA Form 202_-2_"
If "drafted" or "submitted" appears beneath those words, your FAFSA isn't ready. You must complete FAFSA before moving on to Step 3.

When you see "Processed" you can complete the next steps! **Click the link:**



STEP 3: On the next page, scroll down -- find and click on the **FAFSA Submission Summary** button

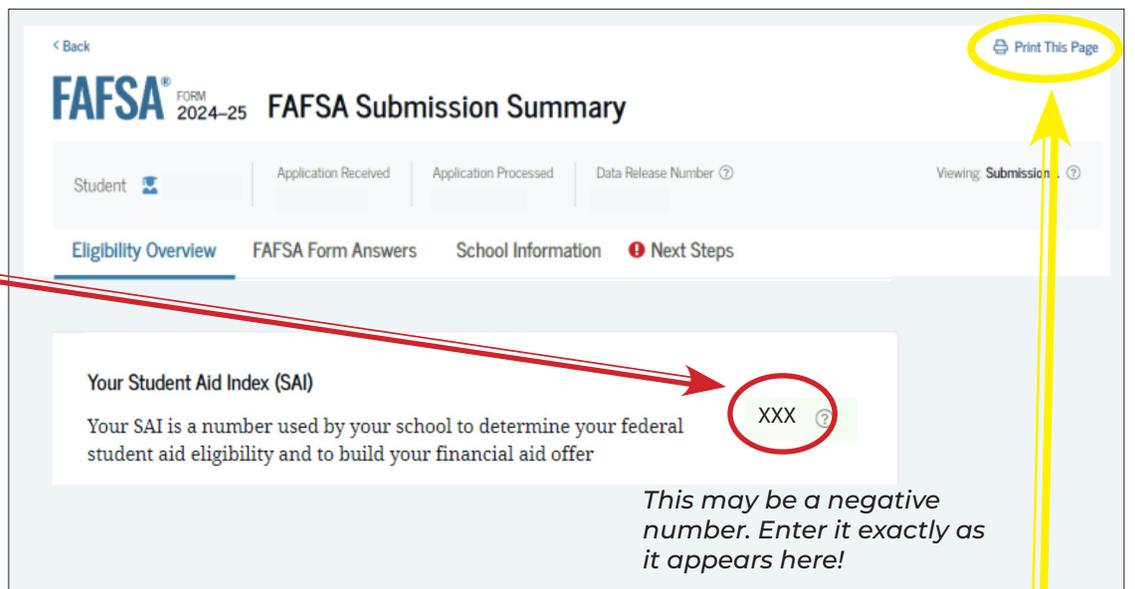


STEP 4: This will open your FAFSA Submission Summary.

You need to do two things here:

1. Scroll down and find your "Student Aid Index"

Right-click to copy the number or memorize it. You'll need to enter it on your CollegeReady app exactly as it appears on this page.

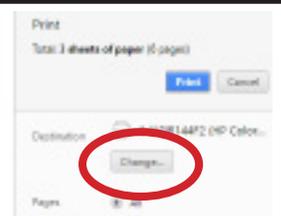


2. At the very top, click "Print This Page"

STEP 4: Your computer will open the Print menu.

Click "Change" and select "**Save as PDF**" or "**Adobe PDF**" to save it as a PDF.

When your computer prompts you to save the file, name it something simple and choose a place to save it. Click "Save."



STEP 5: Head back to your CollegeReady application.

On your General Application (Part 1 of your app), **paste or type your Student Aid Index (SAI) exactly as it appears on your FAFSA Submission Summary**.

Answer all the required questions, then click "Finish and Submit"

STEP 6: If you are eligible to apply for our scholarships, you will be automatically directed to the Graduating High School Student application (Part 2 of your app).

Find the "**FAFSA INFORMATION**" section, enter your SAI, and upload your FAFSA Submission Summary.

- Click "Add a New File" and then 'Browse' to find the PDF that you saved.
- When prompted, name your document something like 'FAFSA' or 'Summary.'
- Click "Save and Keep Editing" at the bottom of the page.
- When the screen refreshes, scroll down to the FAFSA question and click "View" to test your document. If it appears, your document was successfully uploaded!