# Saving your FAFSA Submission Summary as a PDF & uploading it to your CollegeReady app
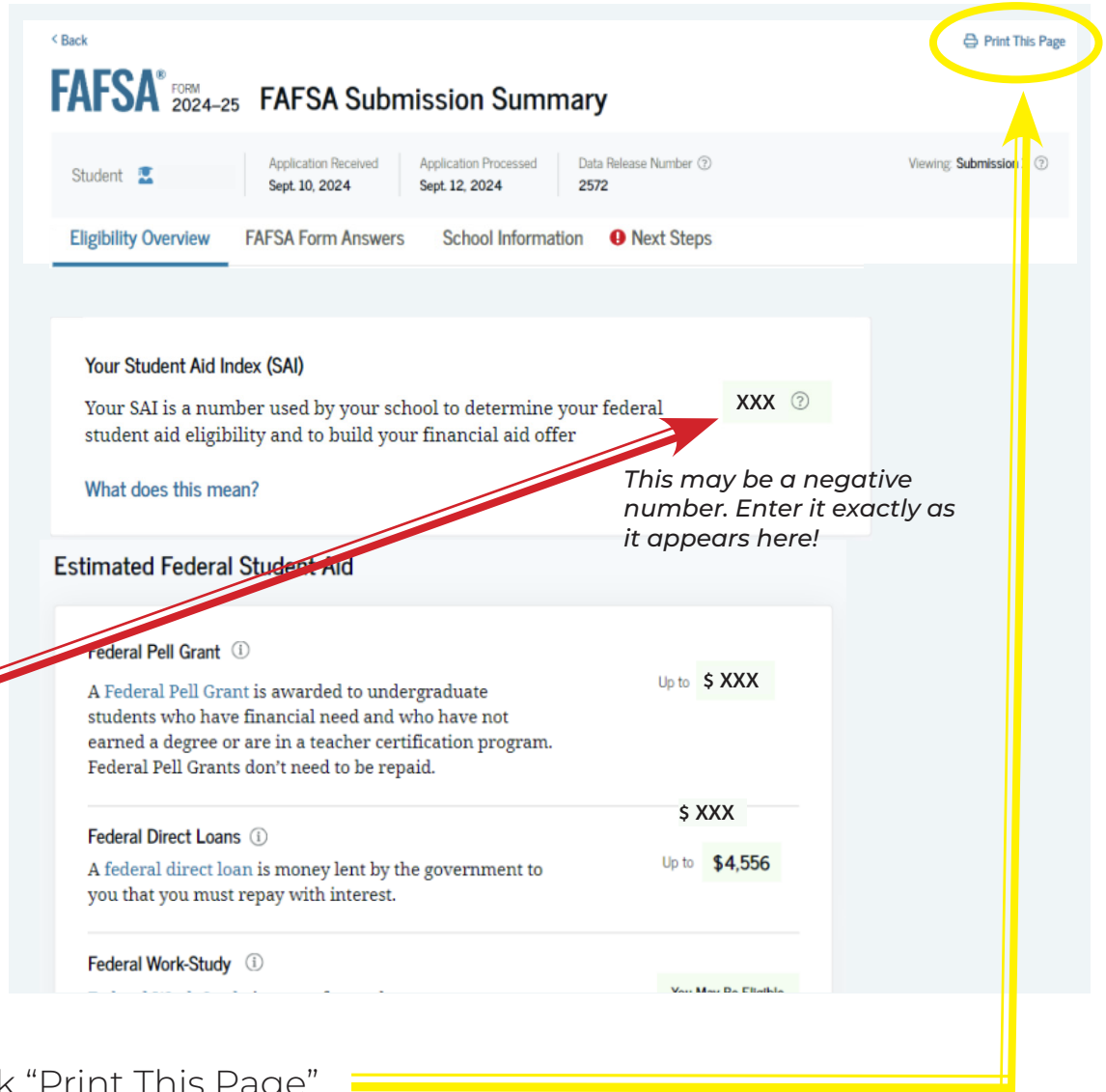
## STEP 1:

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

Click the link provided, or log into your FAFSA account.

## STEP 2:

Find your FAFSA Submission Summary landing page (it should look like this!)



## STEP 3:

You need to do two things with this.

**1.** 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.

This may be a negative number. Enter it exactly as it appears here!

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

## STEP 4:

Your computer should now open the Print menu. Click "Change"
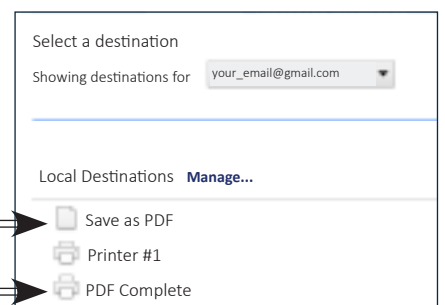


## STEP 5:

Choose "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 save it someplace easy to find like Google Drive or on your Desktop.

Click "Save."

Either of these should work



## STEP 6:

Head back to your CollegeReady application.

On your General Application (Part 1 of your app), paste or type in 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 7:

Depending on the answers in your General App, you may be eligible to apply for our scholarships. If you are, fill out 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!