

How to Upload Your NJFAMS Documents

TO DO:



What You Will Need to Get Started: Log into your NJFAMS account

- Review your "To Do List" and organize your required documents.
- When ready to submit your documents, click "Upload Document"

Application or Required Documentation	Receipt Date	Action Items	Due By
<input type="checkbox"/> Dependent Student Household Worksheet		Upload Document	
<input type="checkbox"/> Dependent Student Monthly Expense and Resource Statement		Upload Document	
<input checked="" type="checkbox"/> Free Application for Federal Student Aid (FAFSA)	04/15/2023	Complete	
<input type="checkbox"/> IRS Verification of Non-Filing		Upload Document	
<input type="checkbox"/> IRS Wage & Income Transcript - Parent		Upload Document	

Follow these Three Easy Steps:

STEP 1

Select Which Required Document You Want to Upload



- Be sure to remember where they are stored on your computer or phone and limit the size to 10 MB each upload.
- Acceptable formats: .pdf, .docx, .bmp, .gif, .jpg, .jpeg, .png, .rtf, .tif, .txt, .xlsx

Select file(s) to upload:

[Select File\(s\)](#)

Selected file(s):

STEP 2

Click on "Upload Document"



[UPLOAD DOCUMENT](#)

Select file(s) to upload:

[Select File\(s\)](#)

Selected file(s):

Federal Income Tax Return
Transcript.pdf

[Upload Document](#)

[Close](#)

STEP 3

To exit, select "Close"



[CLOSE](#)

Your document has been uploaded successfully.

[Close](#)

Note: If your document is a jpg and multiple pages, you cannot upload multiple pages at once. You must select **each** page.



Your "To Do List" will immediately reflect that your uploaded document is now under review.

- Repeat these three steps for each required document.
- Please allow 15 business days for review of your documents.



Check back often for updates to your "To Do List" and be sure to read your email in case additional information is required.