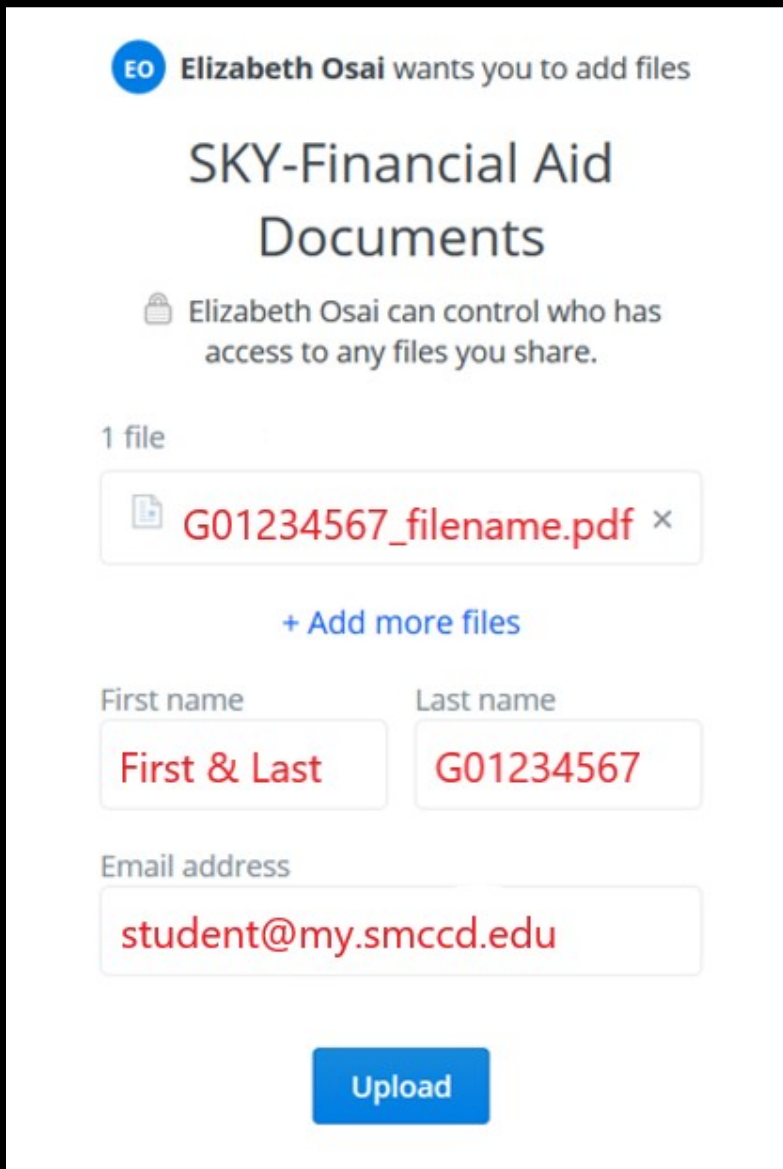


Submit documents securely with DropBox

Ensure your student ID number is on every document you are uploading

1. Go to the [DropBox link](#)
2. Click on the **Choose files** button and locate the file(s) you want to submit
 - a. ***Include your student ID number to your filename**
 - b. In the **First name** field, ***ENTER YOUR FIRST AND LAST NAME**
 - c. In the **Last name** field, ***ENTER YOUR STUDENT ID NUMBER**
 - d. Enter your **Email address** for a confirmation
 - e. Click on **Upload** button

*Instructions to ensure we can identify your documents and link them to your financial aid file



The screenshot shows a Dropbox interface for uploading files to a folder named "SKY-Financial Aid Documents". At the top, it says "Elizabeth Osai wants you to add files". Below the folder name, there is a lock icon and the text "Elizabeth Osai can control who has access to any files you share." Underneath, it indicates "1 file" and shows a file named "G01234567_filename.pdf" with a close button. A link to "+ Add more files" is present. The form includes three input fields: "First name" with the value "First & Last", "Last name" with the value "G01234567", and "Email address" with the value "student@my.smccd.edu". A blue "Upload" button is at the bottom.