



## NJCLASS MappingXpress Document Collection

Instructions for sending documents electronically to complete your application for a NJCLASS loan



\*To begin uploading your documents you need the following information:

- Student's first name, middle initial and last name
- Last 4 digits of student's Social Security number
- Student's date of birth
- Email address for confirmation of documents received
- Cell phone and home phone number of contact person
- NJCLASS file number (located on NJCLASS missing information letter)
- NJCLASS reference number, if available

Refer to your NJCLASS missing information letter to see which of the following documents you need to send to complete your NJCLASS application:

W-2 and IRS tax returns with all schedules

Credit application

Self-certification form

References

1099

Valid passport

School identification card

Social Security card

Permanent Resident Alien Card

Pay stubs

Divorce decree

SSI statement

Marriage certificate

Interest/dividends statement

Date of hire employment letter

Unemployment stub showing claim remaining balance

Power Of Attorney

Brief statement explaining inconsistent address

Information release consent form

Identity affidavit

Valid driver or non-driver license

All other documents, please select "Other"

### Instructions:

1. Scan the documents requested and note the location where they are stored.
2. Go to <https://mappingyourfuture.org/MappingXpress/NJCLASSDOC/>.
3. Please enter the passcode njclass13 (not case-sensitive). Enter the CAPTCHA code displayed, and click "Submit."
4. Complete the form and click "Submit."
5. Confirm the information you entered is correct and click "Submit."
6. Select the total number of documents you are sending. As an example, a six-page 1040 form is considered as one document. You can select up to 12 documents for each submission. You will have the opportunity to add additional documents after your initial upload. The total size of the file(s) you upload should be less than 25MB. Uploading files totaling more than 25MB may cause your session to time out or cause the individual retrieving your file(s) experience a timeout.
7. Select the type of document and choose the file. When the open box appears, browse to find your document files.
8. Click the "Upload" button.
9. Select whether or not you have additional documents to upload.
10. If yes, select "Yes" and click "Submit." Repeat steps 6-7.
11. If no, select "No" and click "Submit."
12. Print out the confirmation page for your records or make a note of your confirmation number.
13. Click the "Exit" button.

*\*All scanning devices, including laptops, PCs, iPads, etc. are unique in how they perform or store scanned documents. NJCLASS and MappingXpress suggest that you refer to the operating manual(s) for the exact scanning procedures needed for the devices you are using to scan and store your documents.*