**Helpful Hints for Uploading Documentation to WarriorWeb**

1. Not all issues may be resolved directly with LC State. You may need to submit corrections to your FAFSA. Read the *Explanation* section on the Required Financial Aid Documents page of WarriorWeb carefully.
2. Some Documents require a specific form, such as the Dependent or Independent Verification Worksheets. Start by downloading forms via the link under *Explanation*. The LC State form is the only acceptable form of documentation for these.
3. Other items may have a variety of acceptable documentation. Citizenship issues, for example, may be resolved with a passport, a birth certificate or naturalization documents. If you have questions about whether or not your documentation is acceptable, call the Financial Aid Office at 208-792-2224 or 1-800-933-5272.
4. All scans and/or photographs must be clear and legible, and signatures provided where required. The Financial Aid Office reserves the right to reject uploaded documentation not meeting requirements.
5. Signatures must be an accurate digital image of your signature. Typing your name on the signature line is NOT ACCEPTABLE. This may require you to print, sign and scan (or take a photo) of your document. See examples below.

How to upload documentation to WarriorWeb

1. Log in to WarriorWeb
2. Select the Financial Aid homepage (if not taken there directly)
3. Select the Award Year you're working on from the drop-down box
4. Click on *Complete required documents* from your Checklist
5. Documents for which you can upload a file for the Financial Aid Office have a Manage button.
6. Click on the Manage button
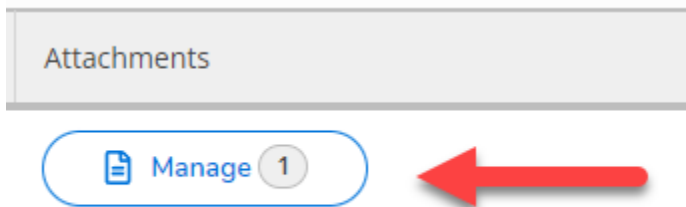
7. Click the Choose File to upload a new document

8. Find the file you wish to upload, select it, and click Open
   a. Accepted formats are PDF and JPG
   b. Size is limited to 20mb
9. Click the Upload button to send your file to the Financial Aid Office

10. Repeat steps 6 through 9 for any additional documents you need to upload to the Financial Aid Office

Signature examples

Typing your name DOES NOT meet signature requirements.

C. Certification and Signature

- Each person signing below certifies that all of the information reported is complete and correct.
- **WARNING:** If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Elsie Student   02/25/2022

Student's Signature (Required)   Date

Spouse's Signature (Optional)   Date

Does Not Meet Signature Requirements

Typing your name using a "script" font DOES NOT meet signature requirements

C. Certification and Signature

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Elsie Student   02/25/2022

Student's Signature (Required)   Date

Spouse's Signature (Optional)   Date

Does Not Meet Signature Requirements

Drawing your name onto a document using your mouse as a "pen" DOES meet signature requirements.

C. Certification and Signature

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- **WARNING:** If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature (Required)   Date

Spouse's Signature (Optional)   Date

Meets Signature Requirements

Pasting a scanned photo of your signature onto a document DOES meet signature requirements.

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Student's Signature (Required)   Date

Spouse's Signature (Optional)   Date

Meets Signature Requirements