The Office of Student Financial Assistance (OSFA) with the Maryland Higher Education Commission (MHEC), is pleased to announce that the Maryland College Aid Processing System (MDCAPS) has a **NEW** feature known as the "**Electronic File Upload**" Tool.

Students may now submit documentation to OSFA as required for certain state grant/scholarship programs, online directly through their MDCAPS account. **Documents uploaded through MDCAPS are secure**.

How do students upload documents in MDCAPS?

1. Log in using your MDCAPS username and password.

2. On the homepage click "**Electronic File Upload".**

3. Select the "Academic Year" for which you are uploading document(s) for.

4. Select the "Document Type" you are uploading as it appears in the drop down menu.

5. Click "Choose File" to select the file(s) you want to upload from your computer.

6. Then, click "Submit".

   a. If uploading more than one file repeat steps 3-6.

7. Once you have uploaded your file(s) the type of document(s) you uploaded will display at the bottom of the page.

8. Then, click "View Application Status" at the top of the "Electronic File Upload" page in MDCAPS to view the "Status" of each document you successfully uploaded.

   a. A status of "Submitted" means your documents were uploaded successfully.

   b. A status of "Accepted" means MHEC has reviewed your document and the documentation is acceptable.

   c. A status of "Rejected" means MHEC has reviewed your document and the information you provided is Incomplete. You will receive a notification from our office informing you why the document is Incomplete.

A reminder that all files must be in PDF, jpg, png, doc, or docx format when uploading documents through MDCAPS.

For more information about the Electronic File Upload Tool click the following link
https://mhec.maryland.gov/preparing/Pages/2-4-2021.aspx