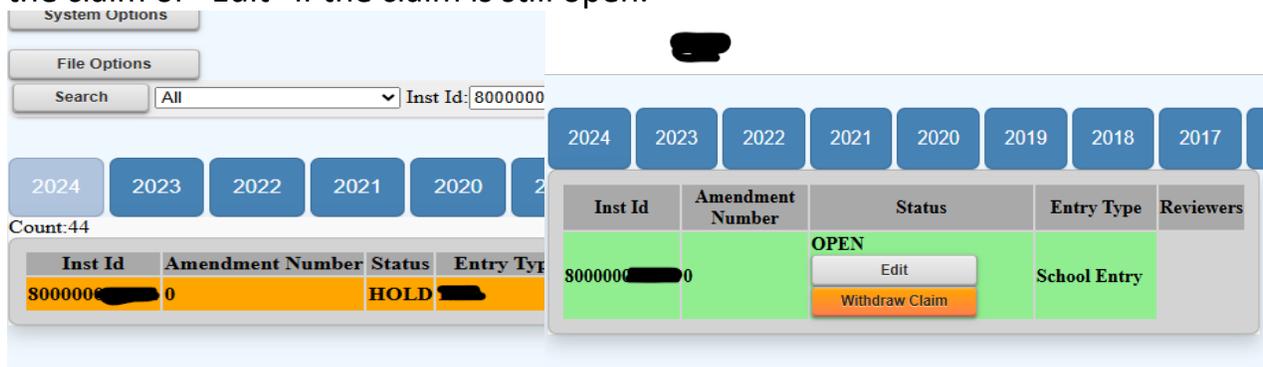


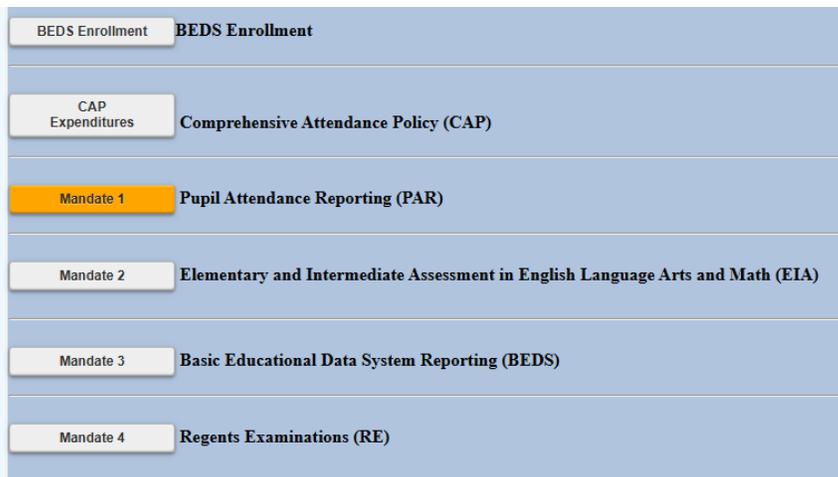
HOW TO UPLOAD A DOCUMENT TO THE MSA-CAP PORTAL

ACCESS DOCUMENTS (upload)

1. Log into MSA system: MSA Portal: <https://eservices.nysed.gov/msa/menu1>
2. Hover over the current claim year with your cursor, then click on the institution ID to open the claim or “Edit” if the claim is still open.

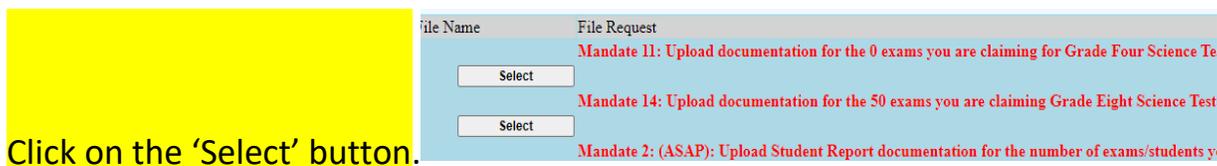


5. The mandate with a data hold will be highlighted in orange and there is a detailed request in red for the document needed located at the bottom of your claim.



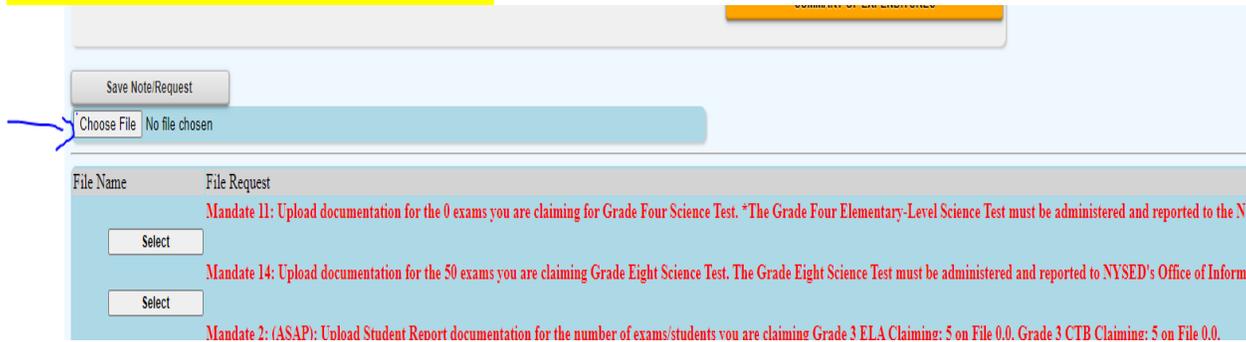
6. Browse to locate on your computer the file you would like to upload. Please note you can only attach one document per request. Please combine multiple documents into one file or contact msa-cap-oriss@nysed.gov to request additional spaces if needed.

7. After uploading the file, you will choose “Select” to match it to the File Request.

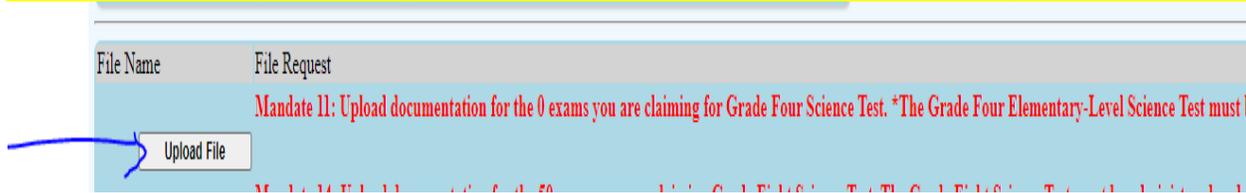


Click on the ‘Select’ button.

Click on the 'Choose File' button.



Scroll all the way to the right of the screen to find and click on 'Upload File' button.



If the "File Request" is still highlighted in red, the document was not uploaded successfully.



Example of a successfully uploaded file-

- In a successfully uploaded document, the 'File Name' will appear in blue and the 'File Request' (formerly in red) will appear written in black.

File Name	File Request
[redacted].ert.pdf	Certification
2022 Commencement Program_.pdf	Mandate 10: • Upload documentation showing 34 graduate candidates on file 0.0 REQUIRED DOCUMENTATION: Graduate Student
2021-22 Mandated Aid calendar.xlsx - 2021-2022 Split Year Calendar.pdf	Mandate 1: • Upload documentation showing your 21/22 school calendar totaling 186 days (instructional/noninstructional)

Click on your blue document 'File Name' to open to view/check if the document was uploaded.