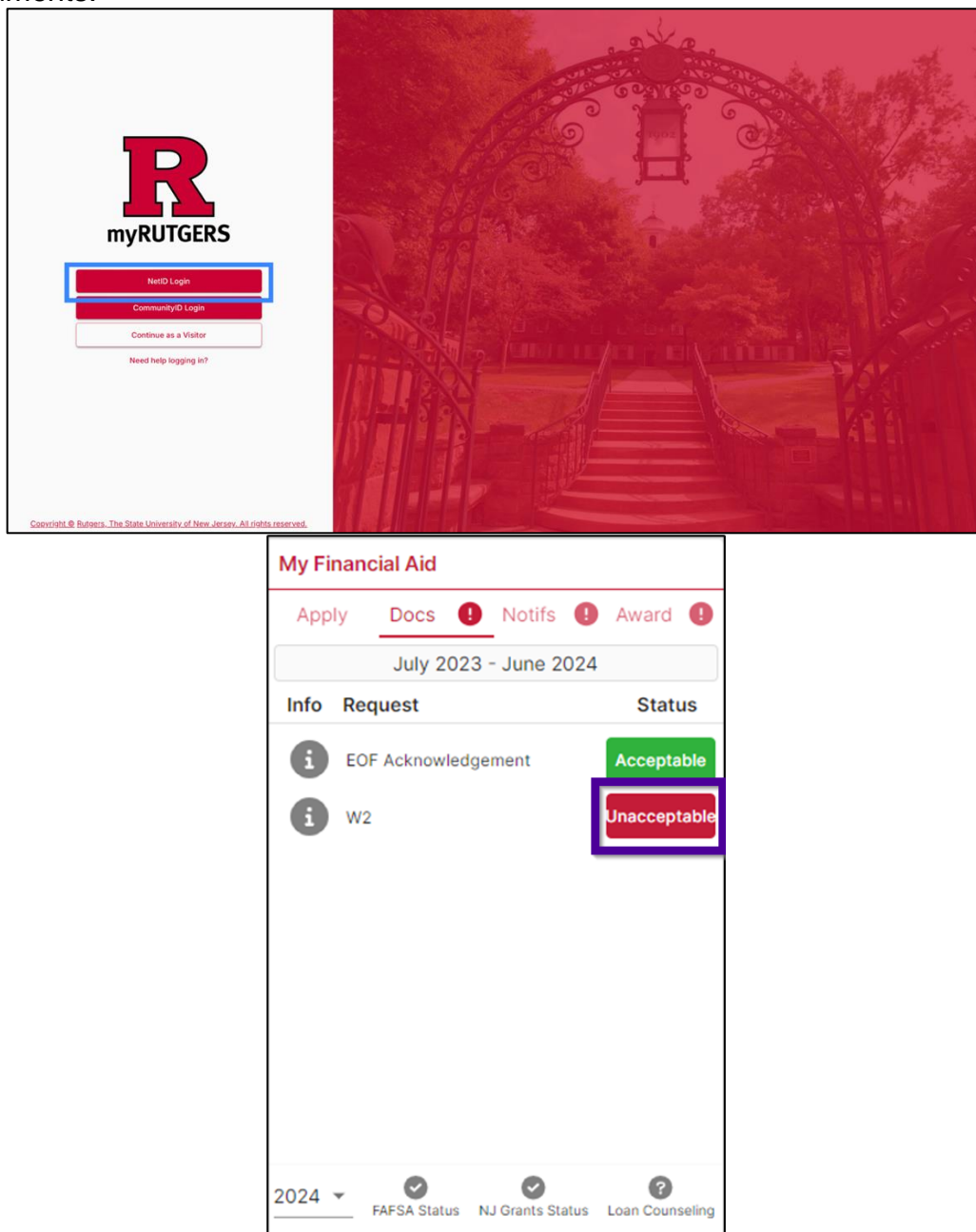


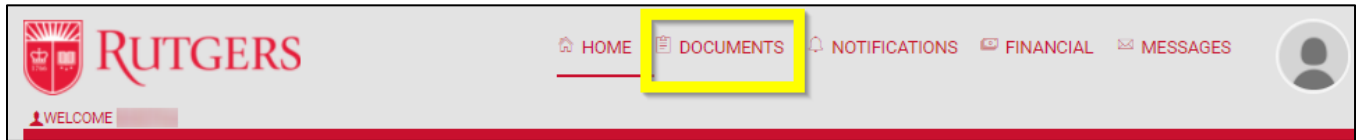
Resubmitting Documents to the Financial Aid Portal

Once you submit a document, it will remain in a “received” state until a Financial Aid administrator reviews it. After they’ve reviewed it, they will give it an “acceptable” or an “unacceptable” state. If a document is given an “unacceptable” or “rejected” state, you will be able to resubmit the document and view comments on the document from the Financial Aid administrator who reviewed it.

1. Log into your myRutgers account and open the financial aid portal by finding the *My Financial Aid* widget, clicking on the documents tab, and clicking on any of the requested documents.



2. Click on the *Documents* tab.



3. Click the “Submit Document” button next to the document labelled “unacceptable.”

Documents

Documents that have been requested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action	Submit Document
US Tax Return Transcript	Parent1	2022-2023	Unacceptable	Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit https://scarlethub.rutgers.edu/financial-services/tax-transcript/	

Document History

Document Name	Owner	Status	Received Date	Comments	Update Document
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4. The top of the page will show you the Financial Aid Advisor comments and the date the comment was left. These comments will tell you what to change in your document to make it acceptable by the reviewer.
- a. If there are no comments, the document may not have been reviewed yet. Contact your region’s One Stop to get assistance.

Upload Documents

Upload a Requested Document

Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit <https://scarlethub.rutgers.edu/financial-services/tax-transcript/>

Document Name	Owner(s)	Award Year	Status	File
US Tax Return Transcript	Parent1	2022-2023	Unacceptable	<div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">REPLACE DOCUMENT FILE</div> <div style="border: 1px solid #ccc; padding: 5px;">ADD ADDITIONAL PAGES</div> </div>

Financial Aid Advisor Comments

Document Comment(s)	Comment Date
All numbers were left blank. Please fill-in appropriate metadata information and resubmit the document.	5/12/22, 4:46 PM

5. If you need to replace the document, click “Replace Document File.”
 - a. If you need to add additional pages to your document submission, click “Add Additional Pages.” Keep clicking “Add Additional Pages” to upload all pages necessary for your document submission. Remember: all files must be in a JPEG, PDF, or PNG file.

Upload Documents
 Upload a Requested Document

Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit <https://scarlethub.rutgers.edu/financial-services/tax-transcript/>

Document Name	Owner(s)	Award Year	Status	File
US Tax Return Transcript	Parent1	2022-2023	Unacceptable	<div style="border: 1px solid #00a0e3; padding: 5px; margin-bottom: 5px; text-align: center;"> REPLACE DOCUMENT FILE </div> <div style="border: 1px solid #00a0e3; padding: 5px; text-align: center;"> ADD ADDITIONAL PAGES </div>

Financial Aid Advisor Comments

6. If you don't need to upload a replacement document, but need to adjust the metadata, scroll down the page and update the information in the boxes provided.

Enter Document Data

Tax Form Type *

U.S. Territory Tax Return

ADJUSTED GROSS INCOME PER COMPUTER *

0000

INCOME TAX AFTER CREDITS PER COMPUTER minus EXCESS ADVANCE PREMIUM TAX CREDIT REPAYMENT AMOUNT *

0000

(TOTAL IRA DISTRIBUTIONS minus TAXABLE IRA DISTRIBUTIONS) plus (TOTAL PENSIONS AND ANNUITIES minus TAXABLE PENSION/ANNUITY AMOUNT) (exclude rollovers) *

0000

KEOGH/SEP CONTRIBUTION DEDUCTION plus IRS DEDUCTION PER COMPUTER *

0000

TAX-EXEMPT INTEREST *

0000

EDUCATION CREDIT PER COMPUTER *

0000

Filing Status *

Married Filing Jointly

Signature Date

05-12-2022

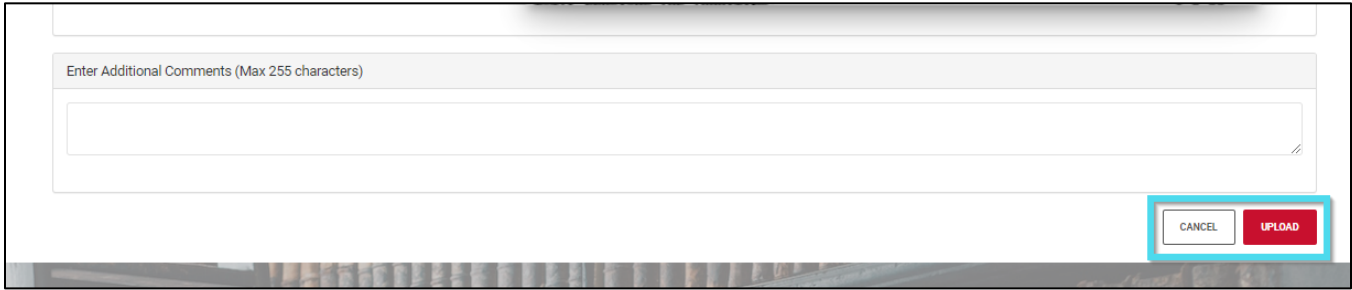
Internal Revenue Service
 United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Tax Return Transcript

Request Date:
 Response Date:
 Tracking Number:

7. Click “Continue” to complete the document resubmission process, or click “Cancel” to cancel the resubmission process and return to the *Documents Tab*.



The screenshot shows a web form for document resubmission. At the top is a text input field. Below it is a section titled "Enter Additional Comments (Max 255 characters)" with a large text area. In the bottom right corner, there are two buttons: a white "CANCEL" button and a red "UPLOAD" button. A blue rectangular box highlights both buttons.

8. The resubmitted document may still appear in the *Documents Tab* under “Documents Requiring Attention,” but your Financial Aid Administrator will receive the updated document in the admin portal. They will review the document again and update the status. If you need the document reviewed immediately, you can contact your region’s One Stop to let them know you’ve resubmitted the document.