



## **NJGrants MappingXpress Document Collection**

Instructions for sending documents electronically for your NJGRANTS file.

### **To begin uploading your documents you will 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;
- CID number, (The CID number can be located on the correspondence you received from NJGRANTS or by logging into NJGrants.org) and
- Refer to your Grants and Scholarship correspondence to determine which documents you need to upload.

### **Document Upload Instructions:**

1. Scan the documents requested and note the location on your device where they are stored.
2. Go to <https://mappingyourfuture.org/MappingXpress/NJTAGSCANS/>.
3. Please enter the passcode njtag1617 (lower case). 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." or click "no" to make any necessary changes
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.
7. Select the type of document(s) and then click on "Choose 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. You may also enter an email to receive your upload confirmation
13. Click the "Exit" button.

**\*All scanning devices, including laptops, PCs, iPads, tablets etc. are unique in how they perform or store scanned documents. 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.**