



## NJCLASS MappingXpress Document Collection

### Instructions for sending documents electronically to complete your application for a NJCLASS loan

\* To begin uploading your documents you need the following information:

- Student's/Borrower's first name, middle initial and last name
- Last 4 digits of Student's/Borrower's Social Security number
- Student's/Borrower's date of birth
- Email address for confirmation of documents received
- Cell phone and home phone number of contact person
- NJCLASS file number (located on NJCLASS request for information letter)
- NJCLASS reference number, if available

*\*Only provide borrower information if the student is not the borrower or this information is for a NJCLASS ReFi+Loan.*

Refer to your NJCLASS request for information letter to see which of the following documents you need to send to complete your NJCLASS application:

- W-2 and IRS tax returns with all schedules
- Credit application
- Self-certification form
- References
- 1099
- Valid passport
- School identification card
- Social Security card
- Permanent Resident Alien Card
- Pay stubs
- Divorce decree
- SSI statement
- Marriage certificate
- Interest/dividends statement
- Date of hire employment letter
- Unemployment stub showing claim remaining balance
- Power Of Attorney
- Brief statement explaining inconsistent address
- Information release consent form
- Identity affidavit
- Valid driver or non-driver license
- Current Student Loan Billing Statement (Excluding NJCLASS Loans)
- Student Loan Pay-Off Documentation/Statements (Excluding NJCLASS Loans)
- Property Tax Statement
- All other documents, please select "Other"

#### Instructions:

1. Scan the documents requested and note the location where they are stored.
2. Go to <https://mappingyourfuture.org/MappingXpress/NJCLASSDOC/>.
3. Please enter the passcode njclass13 (is case-sensitive). Enter the CAPTCHA displayed, and click "Submit."
4. Complete the form and click "Submit."
5. Confirm the information you entered is correct and click "Submit."
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. The total size of the file(s) you upload should be less than 25MB. Uploading files totaling more than 25MB may cause your session to time out or cause the individual retrieving your file(s) to experience a time out.
7. Select the type of document and choose the 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.
13. Click the "Exit" button.

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