



## NJGrants MappingXpress Document Collection

Instructions for sending documents electronically for your NJGRANTS file.

To begin uploading your documents you 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
- Student's NJHESAA ID.
- Email address for confirmation of documents received
- Cell phone and home phone number of a contact person

### Instructions:

1. Scan the documents requested and note the location where they are stored.
2. Go to <https://mappingyourfuture.org/MappingXpress/NJTAGSCANS/>.
3. Please enter the passcode **njtag2021** (not case-sensitive). 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."
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) experience a timeout.
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, 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.**