How to Upload Your Documents to HESAA

What you will need before you begin:

Reference Number
Depending on what you are sharing with HESAA, have your reference number handy:
- NJCLASS Loan Application Number
- NJCLASS Loan Number/File Number
- NJBEST Matching Grant Confirmation Number
- Loan Relief & Redemption Application File Number

Have Your Documents Already Scanned
Be sure to remember where they are stored on your computer or phone.
Each file should not exceed 25MB and needs to be in one of these formats:
.bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .rtf, .tif, .txt, .xls, and .xlsx

Get Started in 3 Easy Steps:

1 Confirm your personal information as it is displayed.

2 Select the HESAA department you are reaching and enter your corresponding reference number.

3 Sign the upload request by typing in your first and last name.

The file dialogue page will appear and you will have 5 minutes to upload each document.

Upload One Document at a Time:

- Click **"Choose File"**
- Select the document from your files (your computer or phone)
- Click **"Upload"** button
  If you have more than one document to upload, repeat the process and click "Choose File" again.
- After uploading all of your documents, click **"I'm Done with Uploading My Documents"** button.

Please make note of your 15-character confirmation number as you can use it as reference in case you are contacting HESAA for any help.

- After saving the 15-character confirmation number for your records, click the **"Exit"** button.