

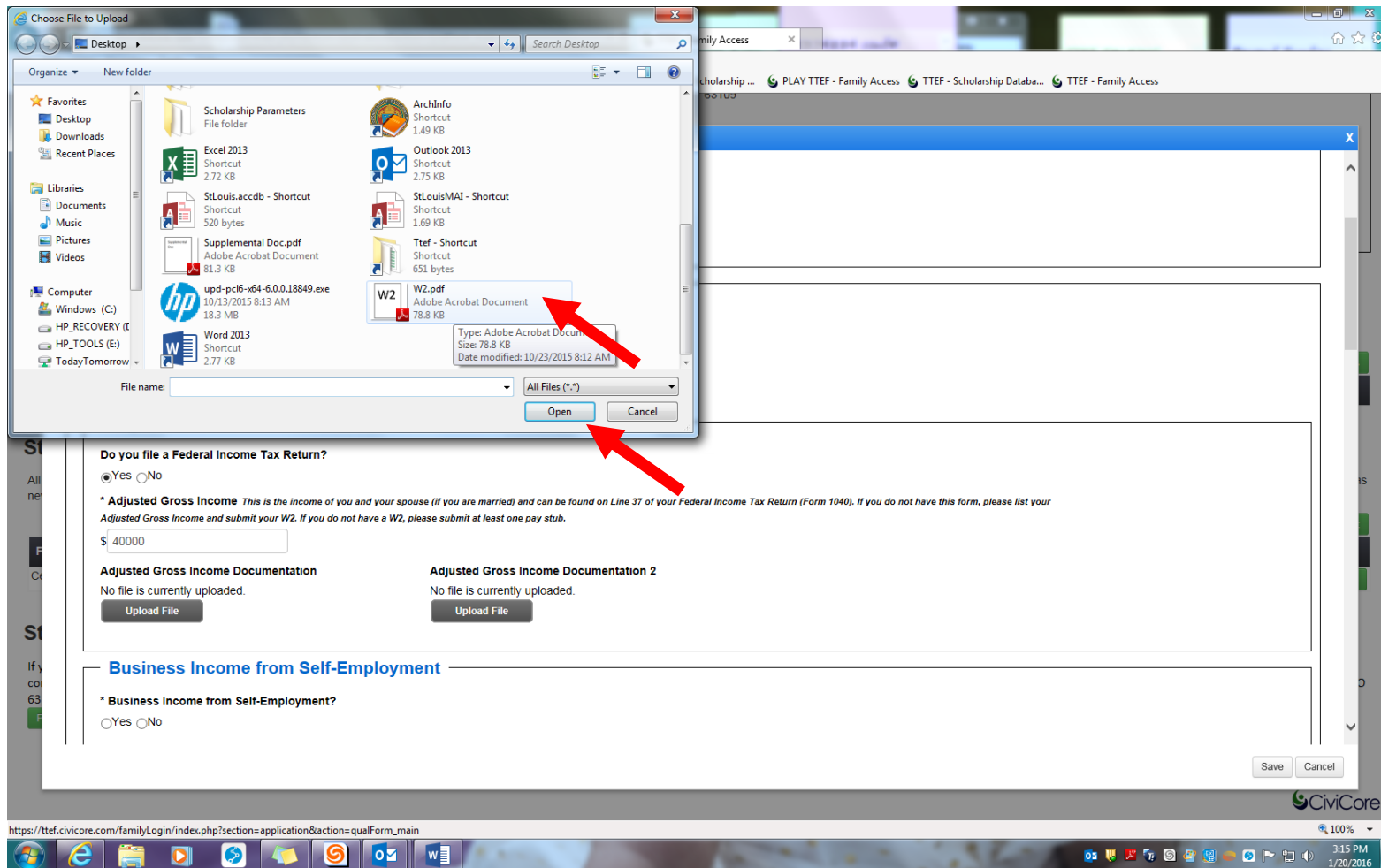
# How to Upload a Document

This guide will teach you how to upload a document from a computer. If you need help, please call 314-792-7777.

1. If you have a scanner, follow the instructions on your scanner and save your required documents to your computer. It is helpful to scan them to your desktop or in a folder that is easy to find.
  - a. If you do not have a scanner but you do have a computer and a smart phone, you can take a photo of your documents and email them to yourself. Opening your email on your computer, download the documents and save them to your computer.
2. Click "Upload File" by the required document you wish to submit.

The screenshot shows a web browser window with the URL [https://ttof.civicoe.com/familyLogin/index.php?section=application&action=qualForm\\_main](https://ttof.civicoe.com/familyLogin/index.php?section=application&action=qualForm_main). The page is titled "TTEF - Family Access". The main content area is divided into sections. The "Primary Phone Number" section is partially visible at the top. Below it is the "Home Parish" section, which includes a dropdown menu set to "Catholic", a search box with "Criteria: xavier", and a list of parishes with "St. Francis Xavier (College Church) (St. Louis)" selected. The "Are you a registered Parishioner there?" question has "Yes" selected. The "Household Financial Information" section includes "School Year" (2016-2017), "Number of Adults" (2), and "Number of Children" (1). The "Adjusted Gross Income" section asks "Do you file a Federal Income Tax Return?" (Yes selected) and "Adjusted Gross Income" (\$40000). Below this, there are two "Adjusted Gross Income Documentation" sections, each with an "Upload File" button. A red arrow points to the "Upload File" button for the first documentation section.

3. A box will open on your screen. Click on the file you would like to upload from your computer. On most computers, you may double-click the document to finish your upload. If your upload does not start right away, you may need to click **Open** to finish uploading your document.



4. After a successful upload, you will see the name of your document (in this case W2.pdf) followed by “ready to be saved.” When you have finished answering all the required questions in this section of the application, you may click **Save** to continue to another section of the application.

