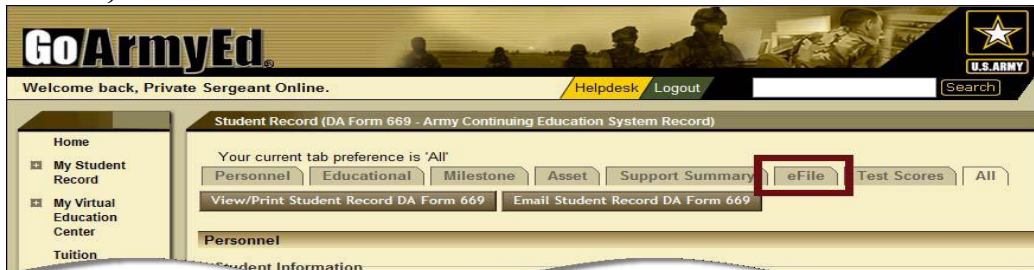


How to Upload Documents in e-File of GAE

1. Log into Go Army Ed [www.goarmyed.com] with User Name and Password.
2. Select “My Education Record.”
3. Next, select “e-File tab.”



4. The “eFile” page appears and the ‘Title”, “Description”, “Transaction Type”, and “Select a File to Upload” fields are there and must be completed.

A screenshot of the 'Upload eFile' form. The title is 'Upload eFile' and a note states 'All fields marked with an asterisk (*) are required.' The form contains four main fields: '*Title:' with a text input box; '*Description:' with a larger text input box; '*Transaction Type:' with a drop-down menu; and '*Select a file to upload:' with a text input box and a 'Browse...' button. At the bottom, there are 'Upload File' and 'Cancel' buttons. A note at the bottom of the form reads: 'Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will v'. The entire form area is enclosed in a red border.

5. The “Transaction Type” field has drop-down menu and select only the ‘specific’ item you are uploading---if item you will upload IS NOT listed, choose ‘OTHER’.

A screenshot of the 'Transaction Type' drop-down menu. The menu is open, showing a list of options: 'AARTS transcripts', 'eArmyU Participation Agreement', 'Other', 'Other Transcripts', 'SOCAD Student Agreement / Documented Degree Plan', 'Tuition Assistance Statement of Understanding', and 'Withdrawal for Military (WM) Documentation'. The 'Other' option is highlighted. The menu is enclosed in a red border.

6. Next, select “Browse” button and then find your document you saved as a file on your desktop or folder, etc.
7. The chosen document file name appears in the ‘Select a file to upload” field.
8. Select the “Upload File” button. And your file will then show as loaded into e-File.
9. Uploaded files can be Viewed, Printed, Deleted, and Updated by the individual who uploaded initially.