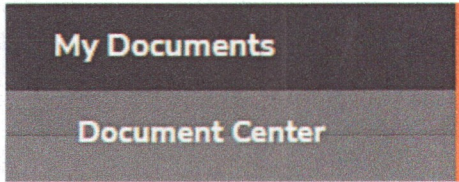
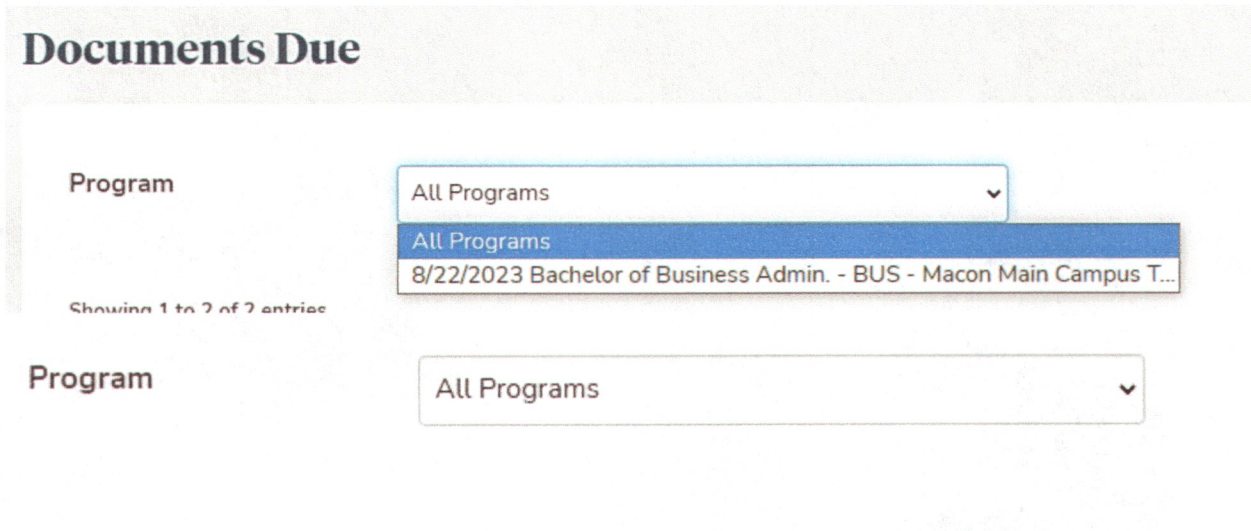


Log into MyMercer.edu

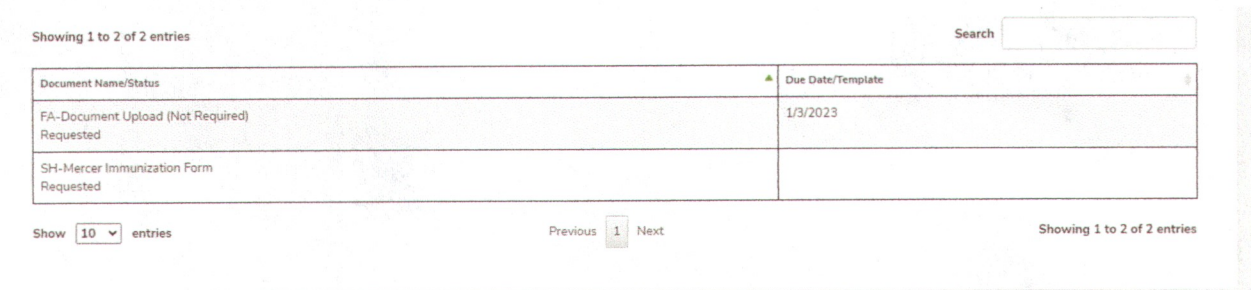
From the left-hand menu bar, click My Documents>Document Center



On your required document page, under documents Due, make sure you change your program to ALL Programs



Under the documents due section, you will see a list of required documents



Below this box, you will see the box you need to use to Upload your Documents, called Upload Document

Upload Document

Document Name

FA-Document Upload (Not Required)

Upload Document No file chosen

First, you need to fill in the Document name, you can name it anything you wish, however we encourage you to name it the document you are uploading, such as Immunization Form.

Document Name

Once this is filled in, next you will select which document you want to add the document to. Use the arrow down to get a list of all documents. NOTE: you can only add 1 document per document type.

Document Name

Upload Document

Once the correct document is selected, then you need to upload the document. Select Choose File:

Upload Document No file chosen

This will allow you to browse your desktop or folders, etc. PLEASE make sure the document type is either a word document or a pdf.

Once you have selected the document, click Upload.

Once the document has been successfully submitted, it will be removed from your document list.