



Document Upload Instructions

1. You will need the following information:

- Go to MappingXpress URL - <https://mappingyourfuture.org/MappingXpress/eofccm/>

BE READY TO PROVIDE:

- First Name
- Middle Initial
- Last Name
- Birth Date
- Email
- Telephone
- Academic Year
- Electronic copies of the following documents, such as **(you only upload what is applicable to you – as per EOF program requirements):**

The following file types are accepted by MappingXpress:

.bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .rtf, .tif, .txt, .xls, and .xlsx

- Agency or Other Official Documentation
- Birth Certificate for Students Dependents
- Child Support Paid
- Death Certificate
- Dependency Appeal Form
- Disability Benefits Statement
- Documentation Of Emancipation
- Documentation Of Legal Guardianship
- IRS Tax Documents
- Food Stamp Documentation
- Income and Non-Filing Statement-Parent
- Income and Non-Filing Statement-Spouse
- Income and Non-Filing Statement-Student
- IRS Form W-2
- IRS Tax Transcript
- Miscellaneous Document
- Permanent Resident Alien Card
- Proof of Citizenship or Permanent Resident Card
- Proof Of High School Completion Or Equivalent
- Proof Of Orphan Or Ward Of Court
- School Identification Card
- Signed Statement
- SNAP Benefits Received
- Social Security Benefit Statement-IRS Form SSA-1099
- Statement of Educational Purpose
- Student Driver's License
- US Passport
- Verification of Identity
- Verification Worksheet
- Veterans Documentation
- Other _____

2. Instructions - UPLOADING ACTUAL DOCUMENTS:

1. Visit <https://mappingyourfuture.org/MappingXpress/eofccm/>.
2. Enter the passcode - **eofccm2021**. Enter the CAPTCHA code displayed, and click “*Submit*”. **Please note the passcode is case sensitive.**
3. Complete the form and click “**Submit**”.
4. Confirm the information you entered is correct and click “Submit”.
5. Select the total number of documents you would like to upload. You can select up to 12 documents for each upload. You will have the opportunity to add additional documents after your initial upload. We recommend the total size of the file(s) you upload 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 time-out issue.
6. Select the type of document and choose the file.
7. Click the “Upload” button.
8. Select whether or not you have additional documents to upload.
9. If yes, select yes and click “Submit”. Repeat steps 5-7.
10. If no, select no and click “Submit”.
11. Print out the confirmation page for your records or make a note of your confirmation number.
12. Click the “Exit” button.

****If after following this process, you STILL have trouble uploading your documents, please contact Ms. Gene Moss, EOF/CCM Program Administrative Assistant at 973-328-5270 by phone or via email at gmoss@ccm.edu for support.**