

## How to Create an Account for the Document Submission Tool.

**All Students:** Effective 2021-22 you must first create a Document Submission Tool account using your name, Date of birth and Social security number/CA Dream Act Application ID *exactly* as they appear on your FAFSA or CA Dream Act Application in order to view and submit Financial Aid documents.

**Newly Admitted students:** you must first accept your offer of admission (AYO) before you can access [TritonLink](#) and create a Document Submission Tool account.

To access the Document Submission Tool:

1. Log into Financial Aid and Scholarships (FAS) student portal in [TritonLink](#) and select the applicable academic year from the drop down
2. Click on the link to create a Document Submission Tool account

### 📌 Required Documents and Tasks

[Click here to create your account for the Document Submission Tool](#)

3. Select "Create Account"

The very *first* time you access the Document Submission Tool you are asked to provide the following information to create your account. Enter exactly as it appears on your FAFSA/ CA Dream Act Application:

- First name
- Last name
- Date of birth, AND
- Social Security number (or DREAM ID)
  - if you filed a CA Dream Act Application to find the DREAM ID, login to the [DREAM app](#), select the year, and the DREAM ID displays in the top right corner.

## Confirm Student Information

*Information provided in the fields below must match information provided on your financial aid application - either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application. An exact match of all 4 pieces of information to what you provide on one of these applications is required.*

[Why do I have to provide this?](#)

\* First name

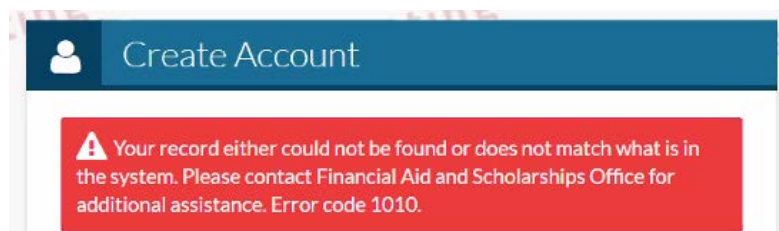
\* Last name

\* Date of birth

\* Social security number/DREAM ID

Student ID

Please note this information *must match* the information on your FAFSA or CA Dream Act Application, or you will not be able to set up your account and receive an error message:



**What next?** After creating your account, you will need to complete any required documents or tasks. You can always access the Document Submission Tool in the FAS student portal in [TritonLink](#).