Uploading Financial Aid Documents via ACES

1. Log into ACES at https://alamoaces.alamo.edu using your Username and Password.

2. Select the ‘Student’ option from the sidebar menu.
3. Click on ‘Web Services’ in the Student Self Service area:

4. Select ‘Financial Aid’.
5. Select ‘Submit Financial Aid Documents’ from the list of options.

6. This will open a DocuSign page. Enter your ‘Name’ and ‘Email’ in the required fields and click ‘Begin Signing’. This will initiate an email that will be sent to the address entered. The email will contain the link to the upload form.
7. Check your inbox for an email from ‘Alamo Colleges User via DocuSign’. Click on ‘Review Document’ in the body of the email. This will open the Document Upload Form in a new browser window.
   a. Any item you check will require an attachment. If you accidentally check an item, you can always uncheck it.
   b. When you have entered the required information and uploaded all your documents, click ‘Finish’ at the bottom of the form.

9. Check your inbox for an email from ‘Alamo Colleges User via DocuSign’. This will be your confirmation that your form has been submitted to the Student Financial Aid Office.

The process is now complete.