

Steps to Upload Documents to ShareFile:

- Please login to your HCC student center task tile; you have tasks that need to be completed and submitted to Financial Aid. **We cannot accept any documentation via email to the Heartland Financial Aid email.**
- Click on your task tile. Complete requested documents.
- Please insure you have provided your student name, student ID number, and signatures where applicable.
- Save completed documents to your computer. Use the link below to begin upload.
- <https://heartlandcc.sharefile.com/r-r2fa472ab27f745ca977ebaa2ecaaa001>

To continue, please enter your information below.

Email **Student's HCC Email Address**

First Name **Student's First Name**

Last Name **Student's Last Name**

Company **Please enter: Heartland Community College**

Remember Me **Click to continue**

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

Write the student's first name, last name and student ID# on each document you are uploading. This is very important. Upload your document(s) and press upload.

File Request from Financial Aid Office at Heartland Community College

Upload here!

Drag files here
[Browse files](#) **Attach your document(s) here. You may add additional documents as needed.**

The following screen will appear if your attachment has uploaded successfully! You will also receive an email to the email you provided.

SKM_364e22022413380.pdf **Uploaded** 285.14 KB

Uploaded Successfully!

Upload here!

Drag files here
[Browse files](#)