

Instructions on Web Self-Service Banner (AP OneStop) to Upload VA Documents

1. Log into AP OneStop



2. After you log into AP OneStop, then you will have to click on the Web Self Service tab.



3. Click on the Financial Aid and Veterans Affairs tab. You will have to scroll to the bottom (Veterans Affairs).

Veterans Affairs

[Readiness Checklist](#)

Find out whether you're good to go for the upcoming semester

[VA Certification Request](#)

WARNING: To avoid certain compatibility issues, it is recommended that you use **Internet Explorer** (or **Safari** if you are a Mac user) as your browser when accessing this page.

[VA Fee Deferment Request](#)

Request a VA Fee Deferment. **VA certification required.**

[VA Missing Documents](#)

View any missing documentation

[Upload VA Documents](#)

Upload VA Documents that are needed by the VA office.

4. You will have to select the correct term. Term is associated by campus location.

Select Term

Fall Term I 2015 - Ft Campb

Submit

5. If you have any missing requirements, those requirements will be listed first in the dropdown box under Needed Documents.

Upload VA Documents

Submit Documents	Needed Documents
<input type="text"/>	<input type="text"/>
<input type="button" value="Browse..."/>	<input type="text" value="Select Document Type"/>

- a. You can upload more than one document before clicking on the Submit.

Submit Documents	Needed Documents
Additional Documents	
<input type="text"/>	<input type="text" value="Browse..."/>
	<input type="text" value="Other"/>
	<input type="text" value="Application for VA education Benefits"/>
<input type="button" value="Add Another Document"/>	
<input type="button" value="Submit"/>	

- b. Once you have submitted a document, you can go back to ensure that the document upload was successful. It will display previous documents above the submit documents.

Upload VA Documents

Previously Submitted Documents

Document	Document Type	Date Submitted
SSB Upload Test.docx	other	23-SEP-15

Submit Documents	Needed Documents
<input type="text"/>	<input type="text" value="Select Document Type"/>
<input type="button" value="Browse..."/>	