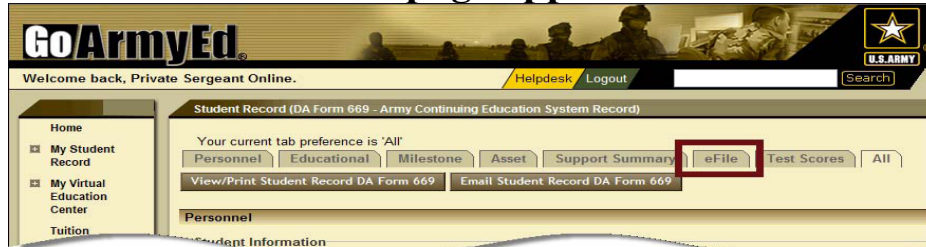


How to Upload Documents in eFile of GAE

1. Log into Go Army Ed [www.goarmyed.com] with User Name and Password.
2. Select “My Student Record.”
3. Next, select “Account Information.”
4. Your Student Record page appears and select “eFile” tab.



5. The “eFile” page appears and the ‘Title’, ‘Description’, ‘Transaction Type’, and ‘Select a File to Upload’ fields are there and must be completed.

6. The “Transaction Type” field has drop-down menu and select only the ‘specific’ item you are uploading---if item you will upload IS NOT listed, choose ‘OTHER’, especially if you are attending NON-LOI School and you are uploading your Degree Plan.

7. Next, select “Browse” button and then find your document you saved as a file somewhere on your desktop or folder, etc.
8. The chosen document file name appears in the ‘Select a file to upload’ field.
9. Select the “Upload File” button. And your file will then show as loaded into eFile.
10. Uploaded files can be Viewed, Printed, Deleted, and Updated by individual who uploaded initially.

Complete Instructions on using ‘eFile’ can be found in GAE Soldier “QUICK START TRAINING” module: “Using eFile”. www.goarmyed.com