*Step 1. Create an account if you have not already done so*

1. On the Journey to College home page, scroll down and select the **State Financial Aid Portal icon**.
2. Select the **Don’t have an account? Sign up now!** link under the login boxes.
3. Complete and submit the registration form.

*Step 2. Access and answer the application questions*

1. Login to the State Financial Aid Portal.
2. Select the **Estimate Eligibility** link in the menu at the top of the page.
3. Select **2020-2021** academic year from the “Select an academic year” dropdown menu.
4. Click the **Apply** link in the Wartime Veteran’s Survivors Grant row of the table.
5. Select **Initial** in the “Select application type” dropdown menu.
6. Complete the application. Use the Previous and Next buttons to navigate through the application.
7. Select the **Submit/Print** button.
8. Print the application (optional).
9. Close the tab with the printable application information to return to the application process.
10. Select the **Next** button.
11. Download the **Financial Aid Office Certification** and **Veteran’s Commission Certification** form. The Financial Aid Office Certification form must be completed by the financial aid office and uploaded into the portal. *You do not have to complete the Veteran’s Commission Certification form as this information is already on file. However, you must upload the blank form in order to complete the application.*
12. Select the **Close** button. This will return you to the program table. A new **Applications in Progress** table will appear under the program table.
13. Log out of the portal.

*Step 3. Complete and submit the application*

1. Once the Financial Aid Officer Certification form is complete, return to the portal and select the **Estimate Eligibility** link in the menu at the top of the page.
2. Select **2020-2021** academic year from the “Select an academic year” dropdown menu.
3. Select the **Attachments** link in the Wartime Veteran’s Survivors Grant row in the Applications in Progress table.
4. In the Financial Aid Office Certification row, browse to where you have saved the Financial Aid Office Certification form
5. Click the **Add Attachment** button in the Financial Aid Office Certification row.
6. In the Veteran’s Commission Certification row, browse to where you have saved the blank form.
7. Click the **Add Attachment** button in the Veteran’s Commission Certification row.
8. Click the **Application complete** button.
9. Confirm that you have attached all required documents when prompted.
10. You will receive a message that your application is complete. Your completed application will be date stamped and transmitted to the Missouri Department of Higher Education and Workforce Development for review.

*Step 4. Monitor your application status*

1. Select the **My Eligibility/Awards** link in the menu at the top of the page.
2. Select **2020-2021** academic year from the “Select an academic year” dropdown menu.
3. Select your school from the “Select a school choice” dropdown menu.