

# Education File Upload Portal

As a reminder, the [Education File Upload Portal](https://www.my.va.gov/EducationFileUploads/s/) (<https://www.my.va.gov/EducationFileUploads/s/>) went live in Fall 2022. The purpose of the portal is to eliminate email correspondence and allow for secure transmission of documents to VA.

To ensure documents are routed appropriately, select the correct radio button for the document(s) you wish to upload. Incorrect selections may delay the processing of the document or deem it invalid.

**Compliance documents** - If you are submitting documents requested by a surveyor, **always** select this option. You will be asked for the fiscal year, facility code, and the Unique Identifier (aka Compliance Key). The surveyor will provide this information when requesting documents to perform the compliance review. Both you and the surveyor will receive email notification of the files uploaded.

**Other “Acceptable Documents”** which are listed below, are indicated by radio buttons. Use this feature to submit the following form(s) to the VA in lieu of email.

- Change of SCO reporting
- EFT and Tax ID updates
- 85/15 reporting
- 35% exemption reporting
- Conflicting interest filing
- Centralized Certification filing

Please **do not** send the following:

- Approval documents to be reviewed by the State Approving Agency (SAA). Send these documents directly to your SAA.
- Documents relating to Annual Reporting Fees (ARF) requests.
- Documents or inquiries relating to claims. Send these documents to VA through [AskVA.gov](https://AskVA.gov).