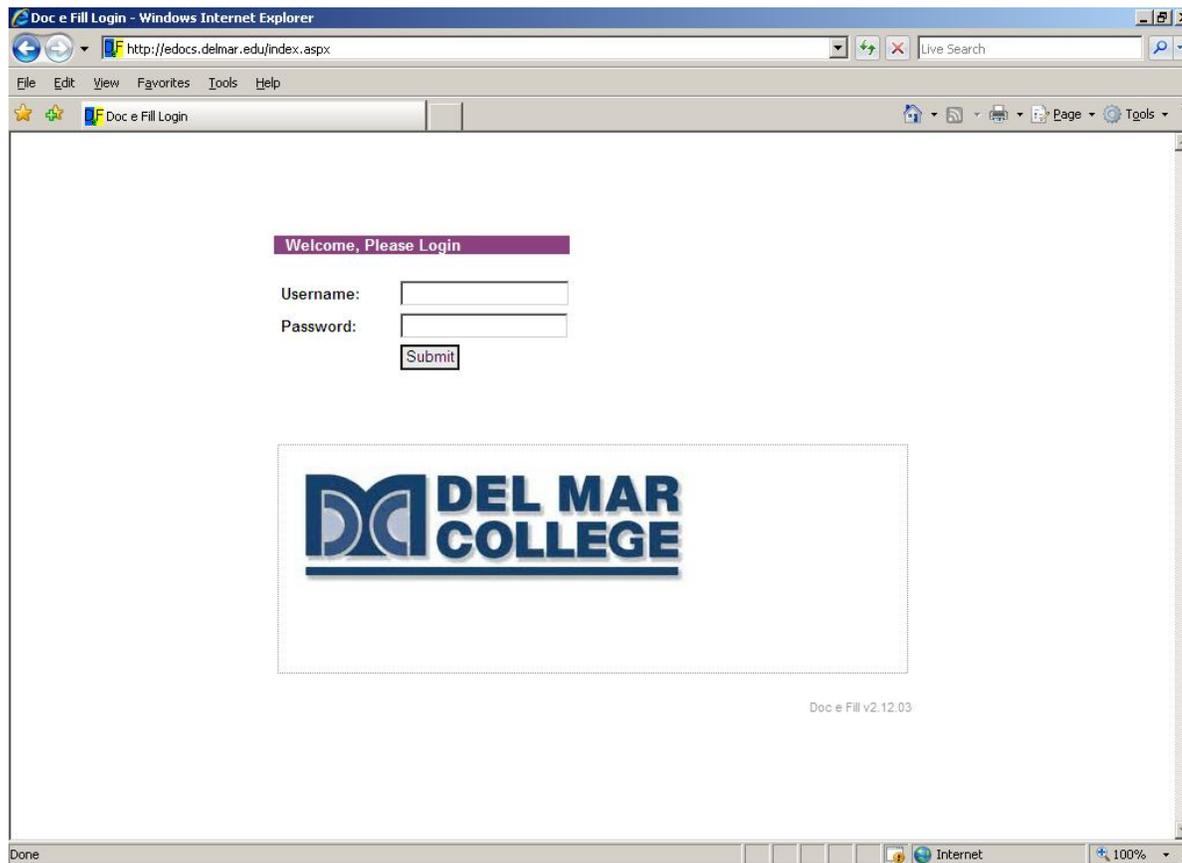


How to Use Del Mar College Financial Aid eForms

Please submit ONLY forms that are “missing” or were requested.

You can check My Documents in WebDMC to see what documents you are missing.

Access the Financial Aid electronic documents by going directly to <http://edocs.delmar.edu>. Or click on the link within WebDMC.

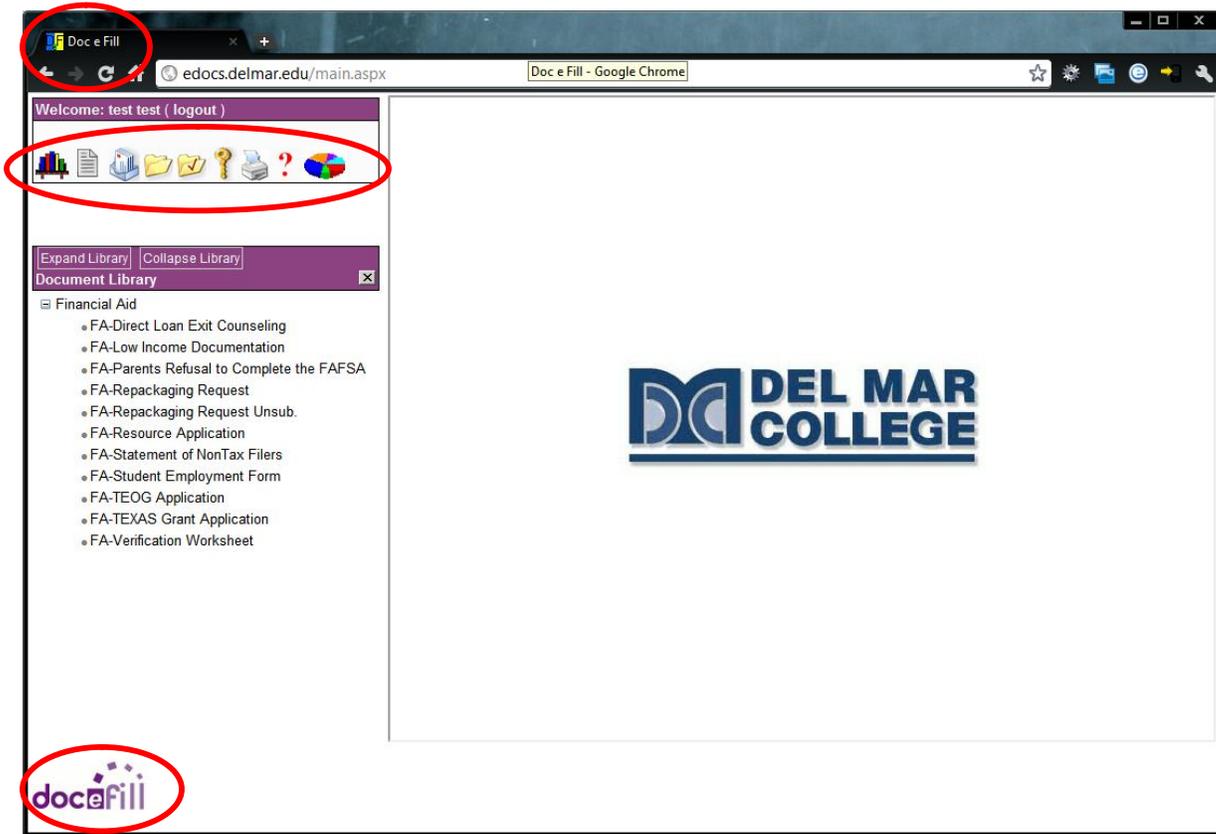


At the login page, enter your WebDMC Username and Password. Press the submit button to proceed.

Note: If you have not applied and been accepted at Del Mar College you will not have a Username.



After a successful login, you will see “Doc e Fill” in the top and bottom left-hand corners. The navigation icons are also at the top left of your screen. The forms you see listed will be different for each student.



Here is a brief description of the navigation icons:

 - Library	<i>Document Library:</i> This will take you to the Library of forms.
 - Drafts	<i>Saved Drafts:</i> This is where your drafts are stored if you save a form before submitting it.
 - Inbox	<i>Inbox/Received Documents:</i> This is where you will find forms that have been returned to you or sent to you directly from a Financial Aid staff member.
 - Submitted	<i>Submitted Documents:</i> This is where you will find forms submitted that have not yet been through final approval.
 - Completed	<i>Completed Documents:</i> This is where you will find forms that have been "Archived" (passed through final approval).
 - Print	Click here to print.
 - Help	Access help manual.
 - Settings	Settings to adjust your Doc e Fill experience.
 - Reports	Reporting from the documents that have passed through you.

To open an electronic document, click on the document in the tree listed under the Document Library. The document will open in the panel to the right.

The screenshot shows a web browser window with the URL edocs.delmar.edu/main.aspx. The page title is "DEL MAR COLLEGE Resource Application". Below the title, it says "FILL OUT THIS RESOURCE APPLICATION COMPLETELY AND ACCURATELY" and "Academic Year 2011-2012". The form contains the following fields and options:

- Name: test test
- CID: 800000000
- Home e-mail address: [empty]
- Date of Birth: [empty]
- Residential Address: [empty]
- City: [empty] State: [empty] Zip Code: [empty]
- Telephone Numbers: Home Phone No. [empty] Cell Phone No. [empty]
- Have you received a high school diploma or GED? Yes No
- High School Diploma or GED
- Year of Graduation/GED: [empty]

At the bottom of the form, there is a "Destination" dropdown menu, "Send", "Attachment", "Save Draft", and "Cancel" buttons. Below these is a "Comments:" text area. A "History" section is also visible below the form fields.

Certain fields are pre-filled on the form such as your name and ID. Complete the form by following the directions on each form and providing the requested information.

In the DESTINATION box, select the DMC Financial Aid office.

There is a COMMENTS box provided on each eForm. Use this area to share any additional information that is relevant to evaluating your request or processing the form.

If you have not finished filling out the form, you may save it as a DRAFT document to complete later.

After completely filling in your document, press the Send button at the bottom of the screen. This will submit your document to the Financial Aid office and apply your electronic signature to the form. If any required fields have been left blank, they will be highlighted in yellow or gray, depending on your browser.

This close-up shows the bottom section of the form. The "Destination" dropdown menu is set to "DMC, Financial Aid". To its right are four buttons: "Send", "Attachment", "Save Draft", and "Cancel". Below these buttons is a "Comments:" label followed by a large text input area.

To logout, click on the (logout) link in the navigation bar by your name.

Please allow at least 5 business days from when you submit your forms for them to show as “Received’ in WebDMC. If you can see the eForms in either your yellow folder with the red checkmark or your plain yellow folder then they have been submitted and Financial Aid has received them, they just have not been posted to WebDMC yet. If they have not been posted within a week, please contact our office.