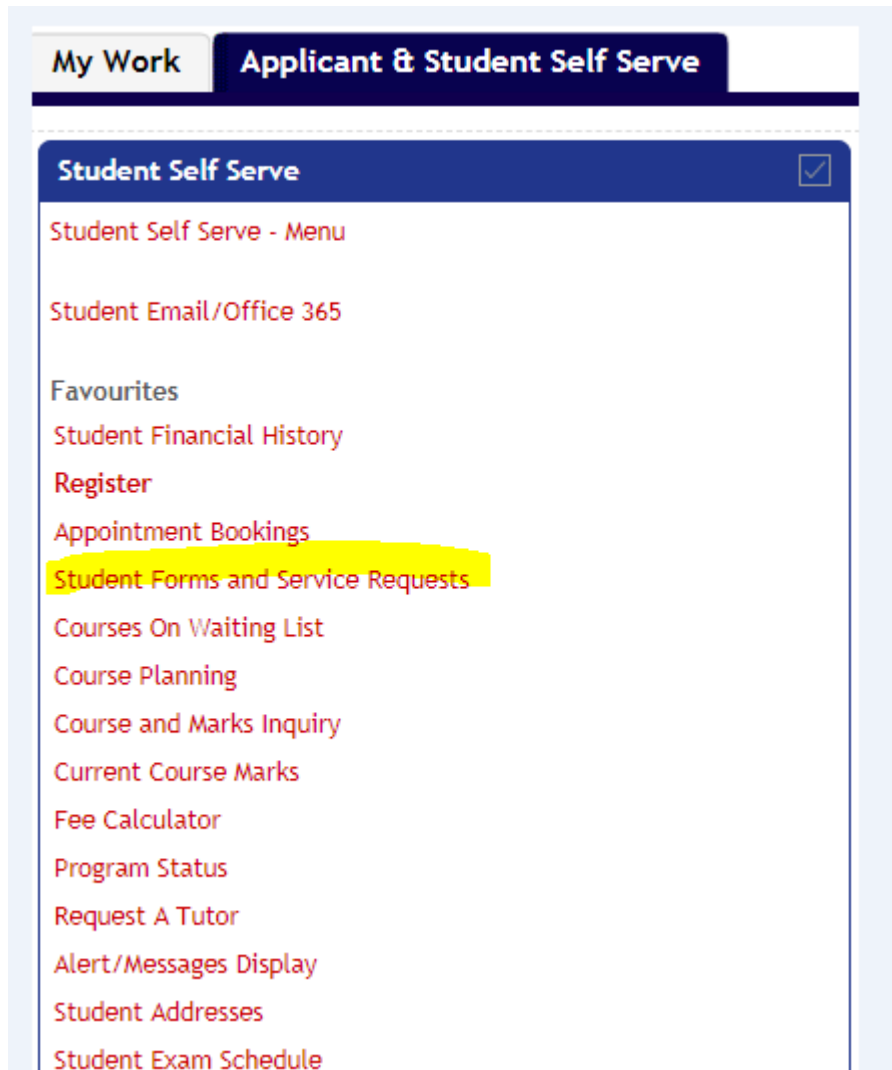


## How to Upload Third Party RESP Form for Processing

- 1) Log into your student portal at my.brocku.ca
- 2) Under the 'Favourites' Menu, click **Student Forms and Service Requests**, and then click on 'StudentAccess' then 'Forms&Services'



Page Search

Navigation Menu

- HOME
  - Agreements
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  - CareerEducation
  - NoteTaking
  - SAFA
  - StudentAccess
    - Register
    - Appointment
    - Forms & Services**

### Student Forms and Service Requests

Please select an option below:\*

- Create New Request
- View Current/Completed Request(s)

Continue

3) Click on 'Create New Request'; click 'Continue'

### Student Forms and Service Requests

Please select an option below:\*

- Create New Request
- View Current/Completed Request(s)

Continue

4) Confirm your address and phone number listed are correct by clicking the check box 'Yes'. If the fields are blank, click 'No' and proceed to enter your correct address and phone number.

5) Click 'Next'

- 6) Select the type of Third Party RESP form you require to be completed from the list.

**\$15.00 - Children's Education Fund Enrolment Confirmation**  
 Select this option if you need a Children's Education Fund enrolment form completed to verify your registration at Brock University. You must be registered in courses to submit this request.

**\$15.00 - Global RESP Form**  
 Select this option if you need a Global RESP form completed to verify your registration at Brock University. You must be registered in courses to submit this request.

**\$15.00 - Heritage Education Fund - Proof of Registration**  
 Select this option if you need a Heritage form completed to verify your registration at Brock University. You must be registered in courses to submit this request.

**\$15.00 - Knowledge First Education Verification Form**  
 Select this option if you need a Knowledge First form completed to verify your registration at Brock University. You must be registered in courses to submit this request.

- 7) Select the year and appropriate session:

**Year: 2018 for Fall/Winter 2018/2019 (September 2018 to April 2019)**

Year  ▾  
 Session:  Fall/Winter  Spring  Summer  
 Segment  ▾

- 8) Select the type of delivery 'email'. You will be able to download the completed form from the portal to send to your RESP provider directly once it has been completed by the Registrar's Office.

**Step 2b - Type of Delivery**

Email

**Courier** - Documents cannot be couriered to P.O. Box addresses.

**Email Download** - You may download your letter directly from your student portal once payment has been received and your request is processed.

**Fax** - Please specify correct fax number below.

**Mail** - Documents will be sent via Canada Post. The Office of the Registrar is not responsible for mail that is lost/undeliverable via Canada Post.

**Pick up** - Documents requested for pick up will be held for 90 days at Brock Central @The Registrar's Office. Photo identification is required.

**Step 2c - Email**

Email Address  \*

- 9) Complete the student portion of the form, and scan and upload your document as a PDF for us to complete. **\*Forms missing student information and signatures will not be processed.**

**Step 2d - Document**

Please provide a Document  No file chosen \*

- 10) Select 'Process Document ASAP' from the drop-down menu for **Printing Date**

**Step 3a - Printing Date**

Please indicate when you would like your request processed, based on when your grades are official. **Please note unofficial grades do not appear on your document.**

Printing Date Process Document Immediately \*

Comments/Special Instructions


- 11) Click 'Next'

- 12) Click 'Proceed to Payment'

**Summary - Step 3 of 4**

Please review the Delivery Items below. You may add a new delivery item by clicking on the 'New' button, or, modify an existing one by clicking on the 'edit' button. Click the 'Proceed to Payment' button when finished.

Process On	Description	Service	Copies	Price
 	2018/07/05 <a href="#">Process Document Immediately</a> Heritage Education Fund - Proof of Registration	Email - Email	1	15.00
		Shipping		0.00
			<b>Your Total: \$15.00</b>	

 Add New Document Request

Cancel Request

Proceed to Payment

- 13) Select 'Credit' for payment method; click 'Process Payment'

**Payment - Step 4 of 4**

**Total Cost: \$15.00**

Payment is required prior to any documents being processed. Your request will be held in queue until payment has been received and accepted. Documents will not be issued if any University account is outstanding.

**Choose a Payment Method \***

- Cash/Debit **Cash/Debit - In person only at Brock Central @The Registrar's Office. The document request will not be completed until payment processed.**
  - Cheque
  - Credit** **\*Please note, the document request will not be processed until payment has been received and accepted.**
- Cheque - You can mail, or drop off a cheque made payable to BROCK UNIVERSITY to Brock Central @The Registrar's Office.
- Credit - Payment will be processed through our online payment server.

**\*Please note, the document request will not be processed until payment has been received and accepted.**


**Additional Comments**

Cancel Request

Return to Summary

Process Payment

- 14) You should now see the document you uploaded for completion by the Registrar's Office

Delivery Information							
	Status	Process On	Delivered On	Service	Copies	Description	Document
	Pending	2018/07/05		Email - Email	1	<a href="#">Process Document Immediately</a> Heritage Education Fund - Proof of Registration  @brocku.ca	<a href="#">Heritage RESP Form.pdf</a>
	<input type="checkbox"/>						

Please Note: Only Order Items that have not been processed can be modified.

- 15) Once your form has been completed by the Registrar's Office, you will receive an email notification directing you how to download the completed form via your student portal. You can then send the completed form to your third party RESP provider.

Dear

This automated email is to acknowledge an official Children's Education Fund Enrolment Confirmation letter has been processed as per your request. You can now access Children's Education Fund Enrolment Confirmation letter by completing the following steps:

1. Log into your student portal at [my.brocku.ca](http://my.brocku.ca)
2. Click on the [Forms&Services](#) page
3. Select the **View Current/Completed Request(s)** option, then click the **continue** button
4. Select the date you requested the letter and/or service and click **go**
5. The PDF version of your letter will be available in the link on this page, click the link and download or print your letter