INSTRUCTIONS TO COMPLETE ONLINE SAP APPEAL

Step 1: Click on the **Online SAP Appeal** link in your student account (If you do not see the link your student account and unsure if you need to appeal please contact our office)

Step 2: You will be redirected to our Online SAP Appeal system. If you have not logged in before you will need to create your account. The system requires a one-time account creation.

If you have logged into our Online Verification system before you will not need to create an account. Please enter your SBCC Pipeline User ID and password
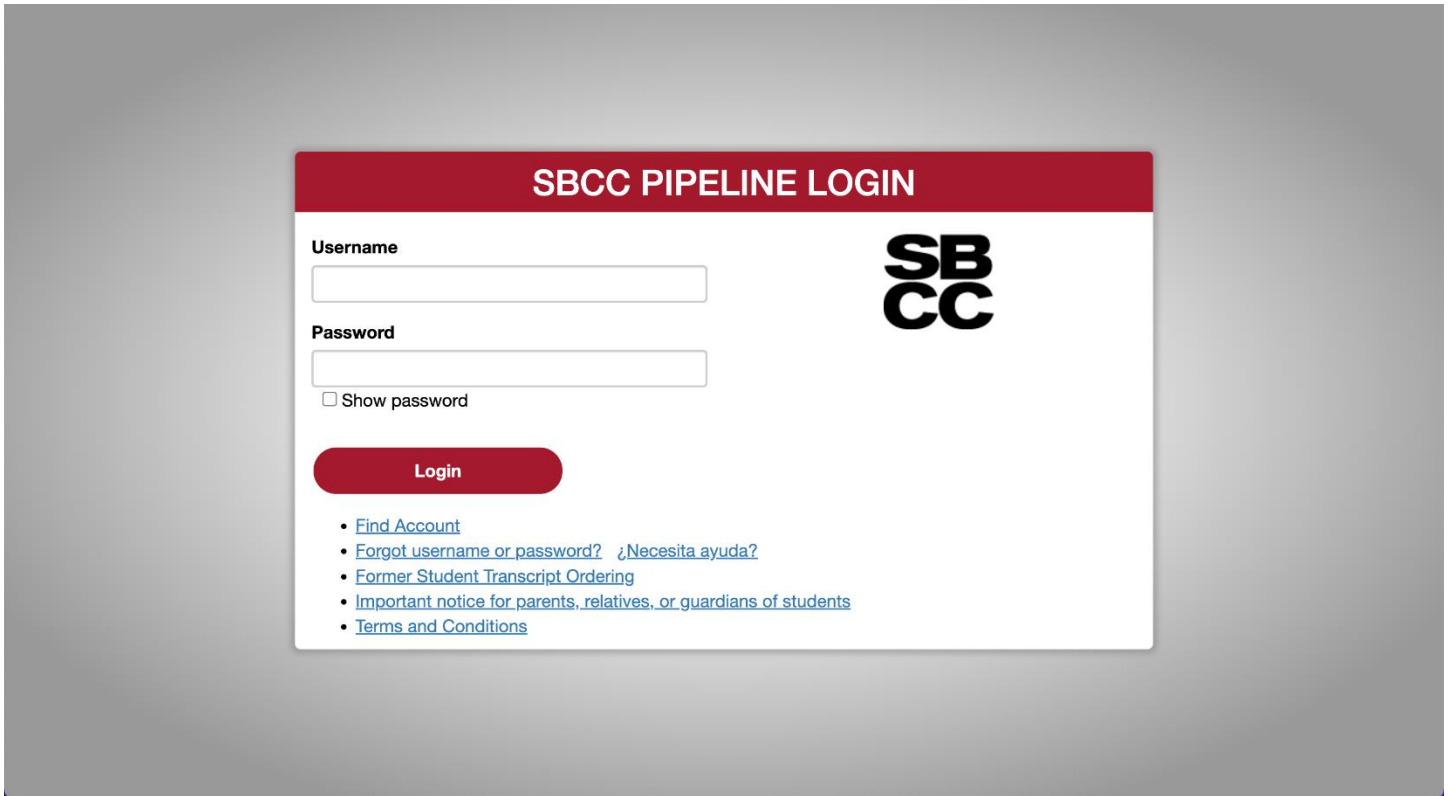
Step 3: Once you have logged in you will see the outstanding SAP Appeal task to complete. Click on the 'SAP Appeal box'
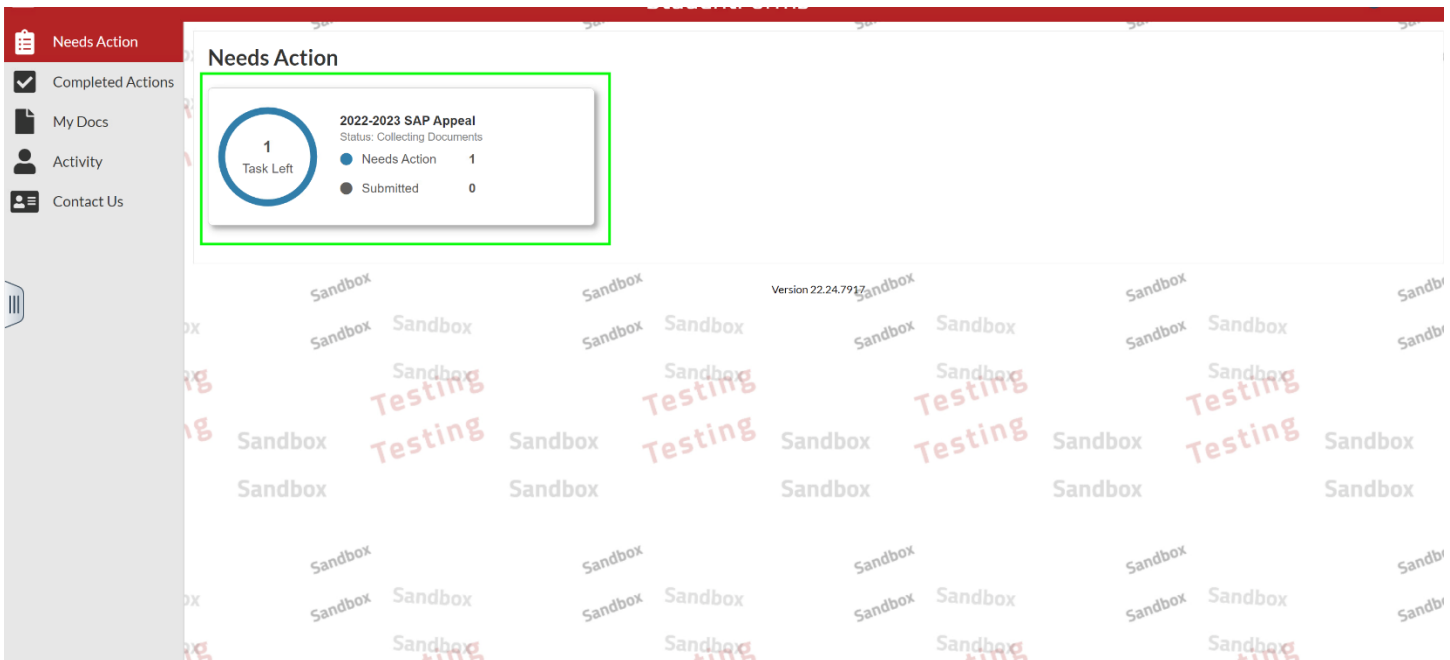
Then click on drop-down arrow on the SAP Appeal task. To begin filling out the form click 'Fill Out'

Step 4: Complete each section in the SAP Appeal. **It is very important to read the instructions carefully.**

Step 5: Review the information in the Demographics section is correct. Click 'Continue' to move to the following section

Step 6: In the Statement section please ensure all questions are answered.
IMPORTANT: If all questions are not answered the appeal will be considered *Incomplete*

Step 7: In the Review & Sign section please review the SAP Appeal and ensure all sections and questions have been answered.

Step 8: To electronically sign the SAP Appeal enter your 4-digit PIN, and then click on E-SIGN

Step 9: After clicking on E-SIGN we will receive confirmation the Appeal has been successfully E-Signed. Click 'Ok'
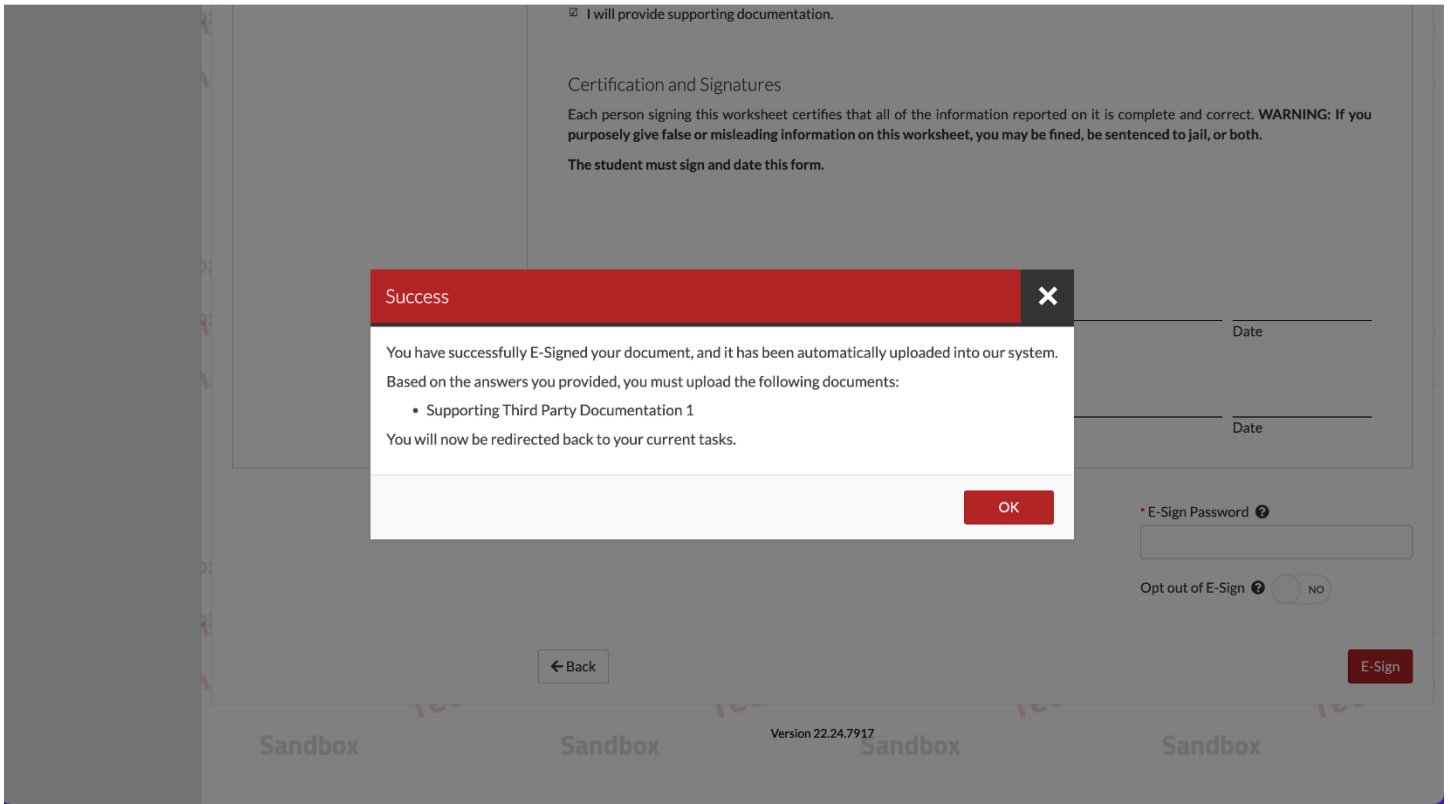
Step 10: You will be redirected to the SAP Appeal task. The SAP Appeal Web Form will display a green check mark confirming the Appeal is complete and signed. Click on 'Submit'
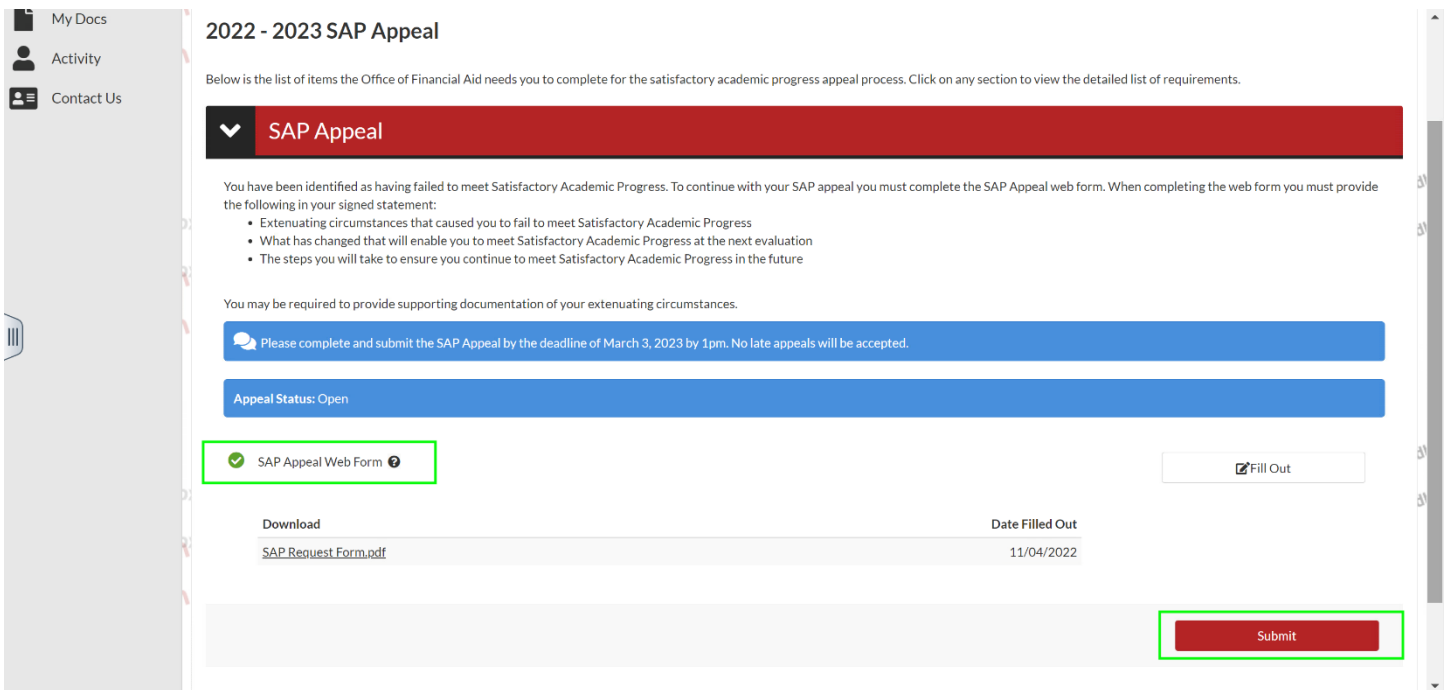
Step 11: Click on the Finish button to complete the task and submit for review
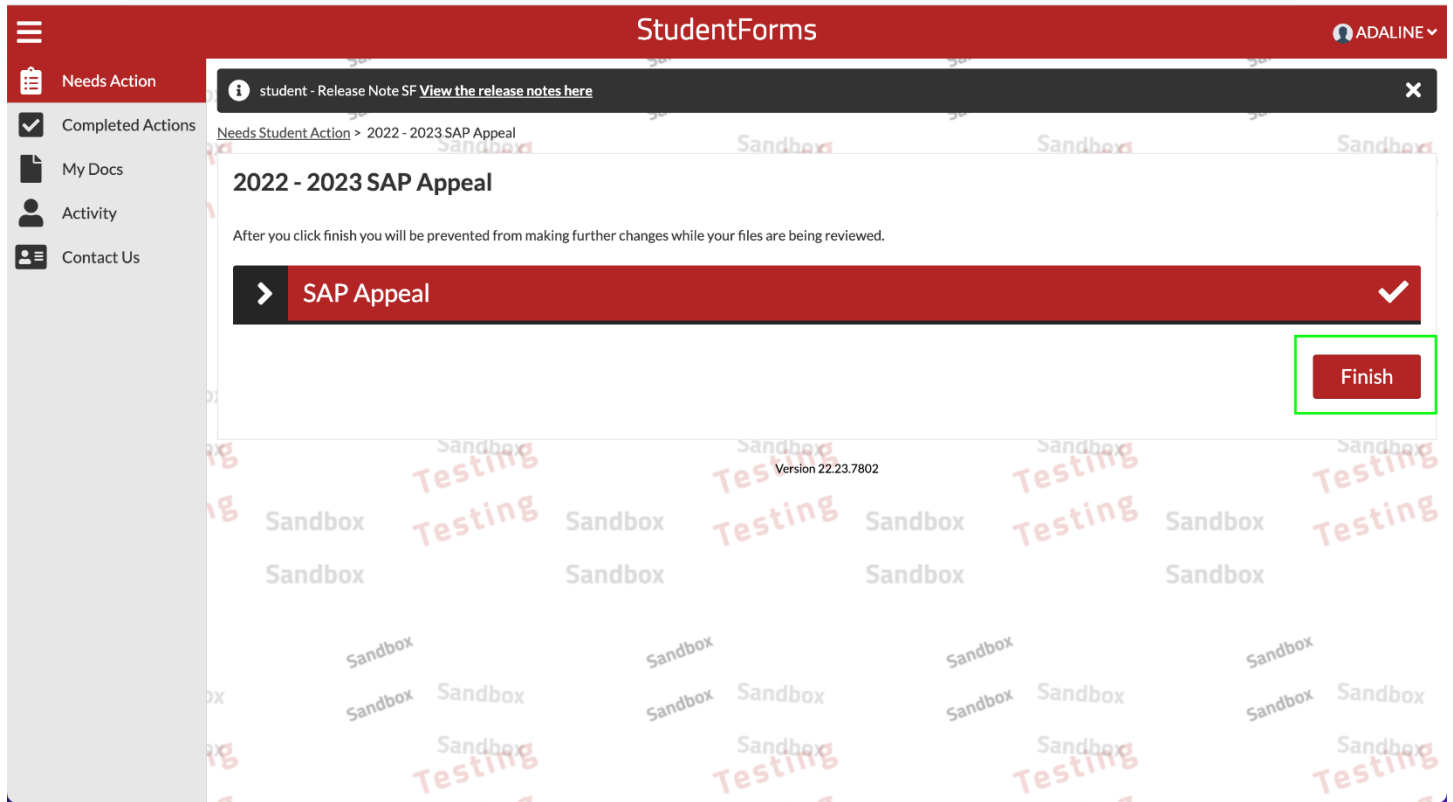
Step 12: The SAP Appeal task will display a check mark indicating the task is complete.

Completing and submitting a SAP Appeal does not guarantee it will be approved. All Appeals are reviewed by a committee

ⓘ student - Release Note SF **View the release notes here**   ✕

> 2022 - 2023 SAP Appeal

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No action is required while the Office of Financial Aid is reviewing your file. You may view documents that have been submitted by clicking on the links below.

> **SAP Appeal**   ✔

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