INSTRUCTIONS TO COMPLETE ONLINE SAP APPEAL

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

### Unsatisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal Grant Dependent Self Certification</td>
<td>Requested Sep 30, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Loan Entrance Requirement</td>
<td>Requested May 03, 2018</td>
<td>Direct Loan Subsidized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Verification</td>
<td>Requested Sep 01, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online SAP Appeal</td>
<td>Requested Oct 11, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

### Satisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Student Financial Aid Application</td>
<td>Received and Satisfied Apr 26, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBCC Admissions Application</td>
<td>Received and Satisfied May 13, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terms and Conditions for Financial Aid</td>
<td>Received and Satisfied May 19, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Another Aid Year

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.

![Register Account](image)
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 1: Click on drop down arrow

Step 2: Click on Fill Out

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

Complete each section of the SAP Appeal
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.

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