

## How to upload the Certificate of Eligibility/ Summary of Benefits

1. Go to <https://www.middlesex.mass.edu/advising/veterans.aspx> in the browser of your choice
2. Click the “Upload a PDF print-out of your Certificate of Eligibility/Summary of Education Benefits” link
  - You may need to log into E-Benefits to print a PDF copy of your benefits: <https://www.ebenefits.va.gov/>
  - To view all upload forms at once, log into myMCC and click the “e-Forms Central” link in the left column
3. Login using your student ID (A#) and password
4. Complete all portions of the form (shown below). Some information may be auto-populated.
  - This will need to be each semester as your eligibility changes.

The screenshot shows a web form titled "Certificate of Eligibility Upload Form" from Middlesex Community College. It features three input fields: "Last Name" with the value "Student", "First Name" with the value "Joe", and "Student ID" with the value "A00#####". Below the fields is a text box with instructions: "Please use the Attachments button below to upload your Certificate of Eligibility (COE) summary from your eBenefits portal. After your file is attached, click Submit." At the bottom of the form, there is a note: "In order to use VA educational benefits, a COE summary from your eBenefits portal must be on file with the college. A COE summary is required every semester that benefits are used."

Use these links at the bottom of the screen to attach and submit your most recent COE

