

National Tuition Reimbursement Administration

How to submit your supporting documentation

Note: You must submit all documentation within 90 days of your course end date. Failure to do so will result in denial. [Review the type of documentation and information you must submit.](#)

1. Go to the tuition reimbursement landing page, wfr.kp.org/tuition, then select “View my status and upload documents.”

2. You’ll see a list of all your current and past applications. Find your application and select “Upload documents/View details.” **Note:** To prevent delays, ensure that you’re submitting supporting documents for courses in the relevant application only.

Application ID	Application date	Year	Term	Status	Comment	Details
4064313	02-12-2026	2026	Fall	Submitted	N	Upload documents/View details
4061641	01-28-2026	2026		Withdraw	Y	Upload documents/View details
4061584	01-28-2026	2026		Manager Accepted	Y	Upload documents/View details

3. In the page that opens, scroll down toward the bottom of the page and find the section named “Upload documents.” Now click the “Choose File” button to locate and select your supporting document. Additionally, you need to add a short description of the file contents in the “Describe the contents” field. Then click the “Upload document” button to submit the document.

Upload documents

upload documents for application

How to upload:

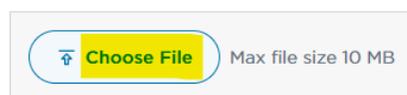
To upload a document, please follow the steps below.

Select the application.

1. Click **Choose File** to select the document.
2. Enter a content description.
3. Click **Upload** to attach the document.

- **Required fields**

- Upload New Document (Upload only pdf and image files).
- You must provide a description of the contents when uploading a document.
- Clear button to clear the input fields before uploading.



A button labeled "Choose File" with a folder icon to its left. To the right of the button, it says "Max file size 10 MB".

Describe the contents*



A large, empty text input field with a thin border, intended for describing the contents of the document.

1000 of 1000 characters left



Two buttons: "Clear information" (light blue) and "Upload document" (dark blue).

4. Successfully uploaded files will appear in the My documents section found at the top of the same page.

Viewing details

Tuition reimbursement ID:4059112 Application date:01/14/2026

My Documents Application

On this page, you can **manage documents associated with your application**. You have two main actions:

- **Download Document:** Review the list of available documents and select the one you need. You can now download **one file at a time** in its original format.
- **Upload Documents:** If you need to provide additional documentation, you can upload files using the section below. Make sure to follow the upload guidelines for file type and size.

My documents

Documents associated with this application

Document Name	Document content description	Date added	Uploaded by	Employee upload flag	Action
Grades.jpg	Spring Grades	02-17-2026	Q806266	Yes	Download

5. Once you've completed your upload, the documents can be viewed (and printed). You don't need to wait for confirmation. Your documents will be immediately linked to your application, reducing processing time and providing you with a printable electronic history of your documents.

For faster processing:

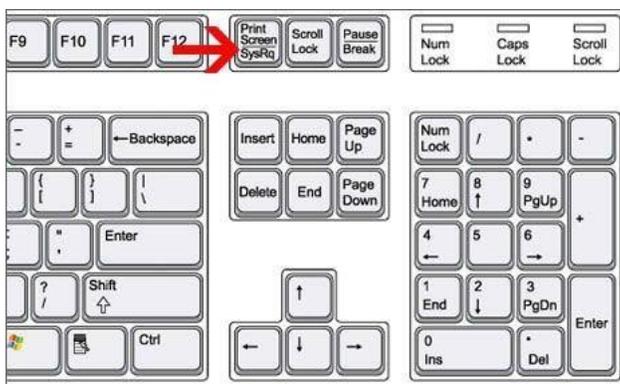
- Upload documents that can't be edited or altered.
- When submitting your documentation using the upload feature, please do **not** additionally submit your documents by fax.
- Make sure your file upload is less than the maximum size of 20 MB per file. If your PDF file is too large, please try some of the tips listed below.

Tips to reduce file sizes

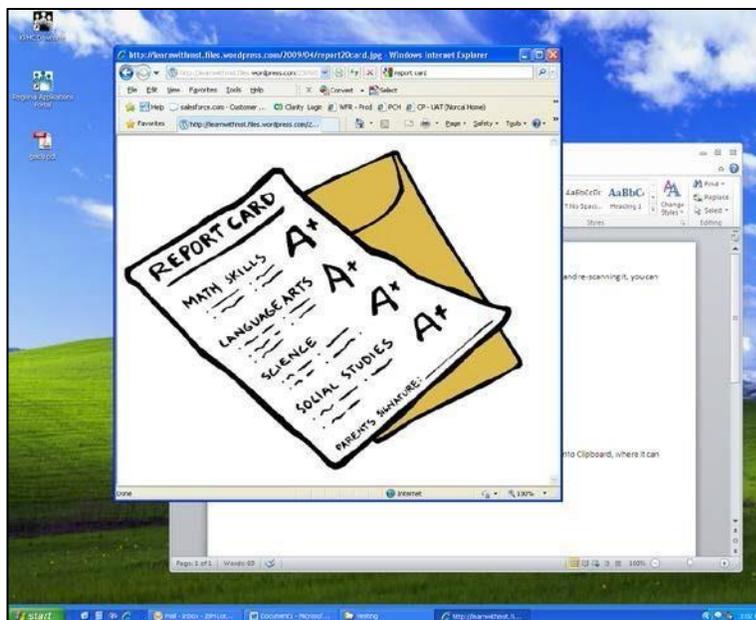
- If your PDF file is too large (over 20 MB) because it has many pages, try submitting only the relevant pages. Adobe offers a [free online tool](#) that allows you to delete unnecessary PDF pages.
- If your PDF file is too large (over 20 MB), you also can try compressing your PDF file. Adobe offers a [free online tool](#) that allows you to compress large PDF files.
- If your image file is too large (over 20 MB), try to compress your image file. Adobe offers a [free online tool](#) that allows you to compress large image files.

More Information on supporting documentation

- Your educational institution will likely provide you with an electronic file to use as your supporting documentation. If your grade report or receipt is sent to you as a separate attachment in an email, save the attachment on your computer to upload it as an attachment to your application.
- If you receive a hard copy of a document, the simplest way to create an electronic file is to use a scanner. When scanning a document, save the file in PDF format to save file space. If you don't have a scanner, you can get an image of your document by taking a picture with the camera feature of a smartphone and using the email feature of the phone to send yourself the picture as an attachment.
- If your documentation can be viewed online — for example, if your grade report is displayed in your web browser — you can create an electronic document from an image that is on your PC screen without printing and rescanning it. Do this by using the “Print Screen” or “PrtScn” button on your keyboard:

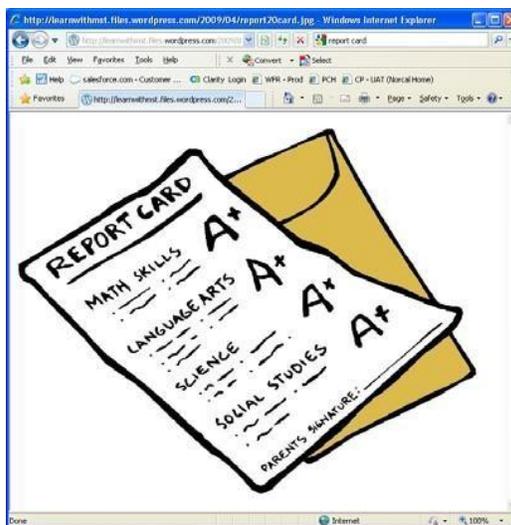


Simply pressing this key will copy an image of everything that is displayed on your monitor into Clipboard, where it can then be pasted into another document (such as a Word document).



Pressing PrtScn copies the image of your monitor

If you only want to get an image of a specific window, click on that window so that it becomes active, and then hold down the “Alt” key and press “PrtScn.” This key will copy an image of the active window into Clipboard, where it can then be pasted into another document (such as a Word document).



Pressing Alt + PrtScn copies the image of the active window

To save file space, you can save your final document by using “Save As” and choosing “PDF.” For faster processing, save multiple page documents as a single PDF file, when possible, instead of uploading separate image files.