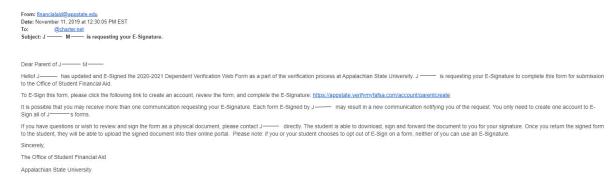# StudentForms for Parents:
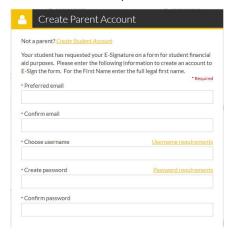
Welcome to StudentForms!
This new platform allows our office to work with you and your student as you complete outstanding Financial Aid requirements. Please follow the instructions below to set up your account and navigate StudentForms.
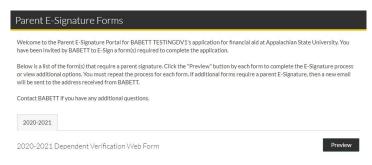
1. When your student has an action item that requires your signature, you will receive a notification via email.

From: financialaid@appstate.edu
Date: November 11, 2019 at 12:30:05 PM EST
To: _____@charter.net
Subject: J——— M——— is requesting your E-Signature.

Dear Parent of J——— M———

Hello! J———— has updated and E-Signed the 2020-2021 Dependent Verification Web Form as a part of the verification process at Appalachian State University. J———— is requesting your E-Signature to complete this form for submission to the Office of Student Financial Aid.

To E-Sign this form, please click the following link to create an account, review the form, and complete the E-Signature: https://appstate.verifymyfafsa.com/account/parentcreate

It is possible that you may receive more than one communication requesting your E-Signature. Each form E-Signed by J———— may result in a new communication notifying you of the request. You only need to create one account to E-Sign all of J————'s forms.

If you have questions or wish to review and sign the form as a physical document, please contact J———— directly. The student is able to download, sign and forward the document to you for your signature. Once you return the signed form to the student, they will be able to upload the signed document into their online portal. Please note: if you or your student chooses to opt out of E-Sign on a form, neither of you can use an E-Signature.

Sincerely,

The Office of Student Financial Aid

Appalachian State University

2. Please click on the email link to create your parent account. The information should match what was entered on your student's FAFSA.

3. After successfully creating your account, you will receive the email below. Please click on the link in the email to verify your email and log in. Please note: The link expires after 20 minutes.

4. After logging in, you will see this page. Click "Preview" to view the documents that need your signature. These documents have been completed by your student and should be reviewed for accuracy.

If the information on the form is correct, skip to step 5.
If any information on the document is incorrect, please click the button on the bottom left. Contact your student to cancel the signature request, correct any errors, and re-submit the request for your signature.

5. Follow the instructions to create your E-Signature Pin by clicking the link in yellow.

E-Signing your form allows your student to submit forms electronically. **If one party opt-out of E-Sign, neither party can use an E-signature.** *You will need to print the form, hand-sign, and upload to StudentForms.*

6. When you successfully sign your student's form, you will be re-directed back to the requirement page. There may be multiple documents that need your signature. When all tasks are complete, the page will look like this:

Troubleshooting:

- If you receive error messages when trying to create your account, please double check the following:
  - Your Name, DOB, and SSN entered on StudentForms should match your student's FAFSA. StudentForms requires an exact match.
  - You must be listed on your student's FAFSA to use StudentForms.
    - ➢ You can view and update FAFSA information at FAFSA.gov.
- Your student has access to change information on forms and update your email address. Please contact them to make adjustments.