

StudentForms Verification Tutorial:

1. If you have outstanding requirements on your account, you will see a list of action items on StudentForms .

The screenshot shows the StudentForms dashboard for the 2020-2021 Verification process. A 'Welcome!' message is at the top. Below it, a section titled 'Dependent Verification Form' is highlighted with a yellow bar. Under this section, there is a list of action items: '2020-2021 Dependent Verification Web Form'. To the right of this item is a 'Fill Out' button. At the bottom of the dashboard, there is a 'Submit' button.

2. Click on the "Fill Out" button to access the form and follow the posted instructions to complete the form.

3. At the end of the form, you will have the option to create an E-Sign Pin. If you choose to E-Sign, you will be able to submit your form digitally. Create your E-Sign pin by clicking the link and completing the form below.

The 'Create E-Sign PIN' form has a dark header. It contains several input fields: 'First Name', 'Last Name', 'Date of Birth', and 'Social Security Number'. Below these fields, there is a note: 'You may choose any 5 digit number for your PIN.' This is followed by two more input fields: 'PIN' and 'Confirm PIN'.

4. After you have successfully E-Signed your form, you will see this message and be re-directed back to your task page.

If a parent signature is required, click "Request" to send the document to the parent listed on your FAFSA.

The screenshot shows the StudentForms dashboard after the form has been E-signed. The 'Dependent Verification Form' section is highlighted. The action item '2020-2021 Dependent Verification Web Form' now has a green checkmark. Below it, a table shows the document '2020-2021 Dependent Verification Web Form.pdf' with a 'Date Filled Out' of '11/11/2019'. At the bottom, there is a 'Request' button.

5. Select your parent and enter your their email address. "Send Request" will email a link that prompts your parent to set up their account in the same manner you established yours. Information entered *must* match the FAFSA in order to create the account.

The 'Request Parent E-Signature' form has a dark header. It contains a message: 'Please select a parent to request the parent E-Sign for the 2020-2021 Dependent Verification Web Form. Only parent(s) listed on the SAR will appear as an option.' Below this, there are two radio buttons: 'Parent 1' (selected) and 'Parent 2'. To the right of 'Parent 2' is a red asterisk and the word 'Required'. Below the radio buttons are two text input fields: 'Parent's e-mail address' and 'Confirm e-mail address'. At the bottom right, there are two buttons: 'Send Request' and 'Cancel'.

6. If you successfully sent the request, you will see this reflected on your account.

The screenshot shows the StudentForms dashboard with a request for parent signature. At the top, there is a link to '2020-2021 Dependent Verification Web Form.pdf' with a date of '11/11/2019'. Below this, there is a message: 'You have requested a parent be emailed to E-Sign this form. If you wish to cancel this request at any time, click the "Cancel Request" button to the right.' To the right of this message are two buttons: 'Cancel Request' and 'Edit Request'. Below the message, there is a green checkmark and the text: 'Upload Student's 2018 Federal W-2 Form(s)'. To the right of this is a '+ Add Page(s)' button. At the bottom, there is a table with columns 'Filename' and 'Date Uploaded'. The table contains one row: 'hwpxbxs.pdf' with a date of '11/11/2019'.

7. Once your parent E-Signs the form, please submit the document for review using the button on the bottom right.

The screenshot shows the StudentForms dashboard after the parent has E-signed the form. The 'Dependent Verification Form' section is highlighted. The action item '2020-2021 Dependent Verification Web Form' now has a green checkmark. Below it, a table shows the document '2020-2021 Dependent Verification Web Form.pdf' with a 'Date Filled Out' of '11/11/2019'. Below the table, there is a green checkmark and the text: 'Congratulations! This form has been E-Signed and may now be submitted for review.' At the bottom right, there is a 'Submit' button with a red arrow pointing to it.

8. Repeat this process for any additional requirements.

- Parent signatures may not be needed for each document.
- Occasionally one piece of information will trigger a secondary requirement with further instructions.

Once each action item is completed and all signatures are added, you will see the screen below. Click the green "Finish" button to finalize your verification.

The screenshot shows the StudentForms dashboard after finishing the verification. The 'Dependent Verification Form' section is highlighted. The action item '2020-2021 Dependent Verification Web Form' now has a green checkmark. Below it, a table shows the document '2020-2021 Dependent Verification Web Form.pdf' with a 'Date Filled Out' of '11/11/2019'. At the bottom right, there is a green 'Finish' button.