

How to use Verify My FAFSA – a Quickstart Guide

1. Registering for the First Time (Student)
2. Getting to know your Verify My FAFSA portal
3. How to navigate the Requirements section
4. About student and parent E-Sign

1. Registering for the First Time

The first time you click on the “FAFSA verification required” link, you will be taken to the following screen. Complete any missing information and click the “Register Account” button. You will only register your account once. After that, you will be automatically signed in on any future visits to the page.

TIP: Verify that your name, date of birth, and social security number match what you put on your FAFSA.



Register Account

* Required

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

* First name

* Last name

* Date of birth

* Social security number

* Preferred email

* Confirm email

Phone Number

Provide a phone number to subscribe to mobile phone text messages for account updates.

(Standard text message charges apply)

Register Account

2. Getting to know your Verify My FAFSA portal

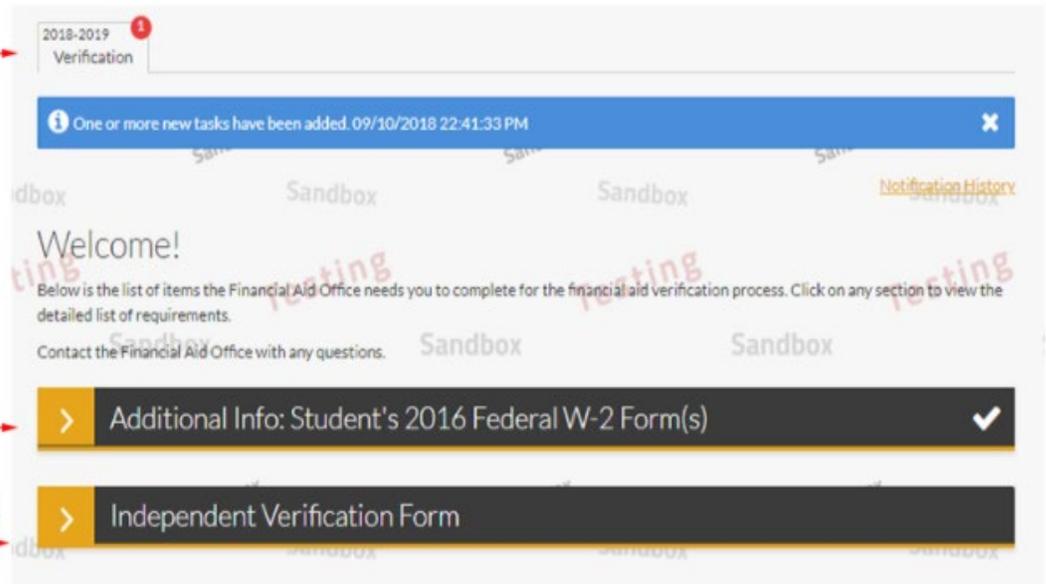
This overview page provides a list of sections you will need to complete.

Click on the white arrows to open each section to see the individual tasks that need to be completed.

OUTSTANDING TASKS show in the red circle along with your award year

SECTIONS TO COMPLETE are summarized here

EXPAND SECTIONS by clicking on the arrows to show tasks to be completed



3. How to Navigate the Requirement section

Each section will have tasks to be completed. Some Areas will require you to fill out information within the program. Other areas will request you to upload documents such as tax return transcripts.

Once all tasks are completed, the SUBMIT button will be enabled so you can submit your documentation to Verify My FAFSA.

TIP: Use your smartphone to take legible pictures of your documents and upload them instead of using a scanner.

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on the link to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

> Independent Verification Form

> Proof of Graduation

∨ Statement of Educational Purpose

You were selected for a process called verification by the Department of Education. You must verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, download [Read More](#)

○ Download Statement of Educational Purpose ⓘ

↓ Download

READ MORE
about document requirements such as those that need to be completed in person.

DOWNLOAD
items requiring a physical signature.



COMPLETED ITEMS
have green check marks

FILL OUT
requirements
within Campus Logic

REQUEST
an email invite to your
parents to sign the forms if
you are their dependent.

INCOMPLETE ITEMS
have red circles

UPLOAD
required documents

SUBMIT
is inactivated until all
items are complete

▼
Household Form

You were selected for a process called verification by the Department of Education. You will need to verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, you will need to complete this web form. Depending [Read More](#)

Household Form ⓘ

📄 Fill Out

Download	Date Filled Out
2017-2018 Dependent Household Web Form.pdf	02/01/2018

You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

✍ Request

Upload Parents' 2015 Federal IRS Tax Return Transcript. ⓘ
Please note that you must provide the appropriate tax return transcript from the IRS. 1040 forms are not acceptable in most circumstances.

📄 Upload

Submit

4. About student and parent E-Sign

Students and Parents must both either e-sign or print the hard copies of the documents and sign them. **You cannot have one person e-sign and the other person(s) do a hardcopy signature.**

Steps for Students: Steps for creating your five digit PIN for e-signing

1.) The first time that a student e-signs a web form, they must create a five-digit e-sign pin to sign electronically. Look for the link as seen below:

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature	Date
Parent's Signature	Date

*Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.*

* E-Sign PIN
Create my E-Sign PIN ⓘ

Opt out of E-Sign ⓘ

 NO

← Back
E-Sign

The portal e-signature feature is also **not tied to the [FSA ID](#) which is used to e-sign federal aid documents on the Department of Education websites.*

2.) To establish a PIN, The student must provide the following required information:

- First Name
- Last Name
- Date Of Birth
- Social Security Number

TIP: Information must match information exactly as it appears on the student's FAFSA.

The student creates a 5 digit number for a pin and confirms the 5 digit number. The student then selects create.

Create E-Sign PIN

- First Name
- Last Name
- Date of Birth
- Social Security Number

You may choose any 5 digit number for your PIN.

- PIN
- Confirm PIN

→

3.) Once a pin has been created, the student is redirected to the review and sign screen. The student is able to enter their 5 digit pin to e-sign their document. The create e-sign pin link changes to a "Forgot your E-Sign PIN?" link once the pin has been created.



The screenshot shows a web interface for E-Signing. At the top, it says "• E-Sign PIN". Below this, there is a link "Forgot your E-Sign PIN?" highlighted with a red box. A red arrow points to a yellow input field for the PIN. Below the input field, there is a section "Opt out of E-Sign" with a question mark icon and a checkbox labeled "NO". At the bottom, there is a green button labeled "E-Sign" with a red arrow pointing to it.