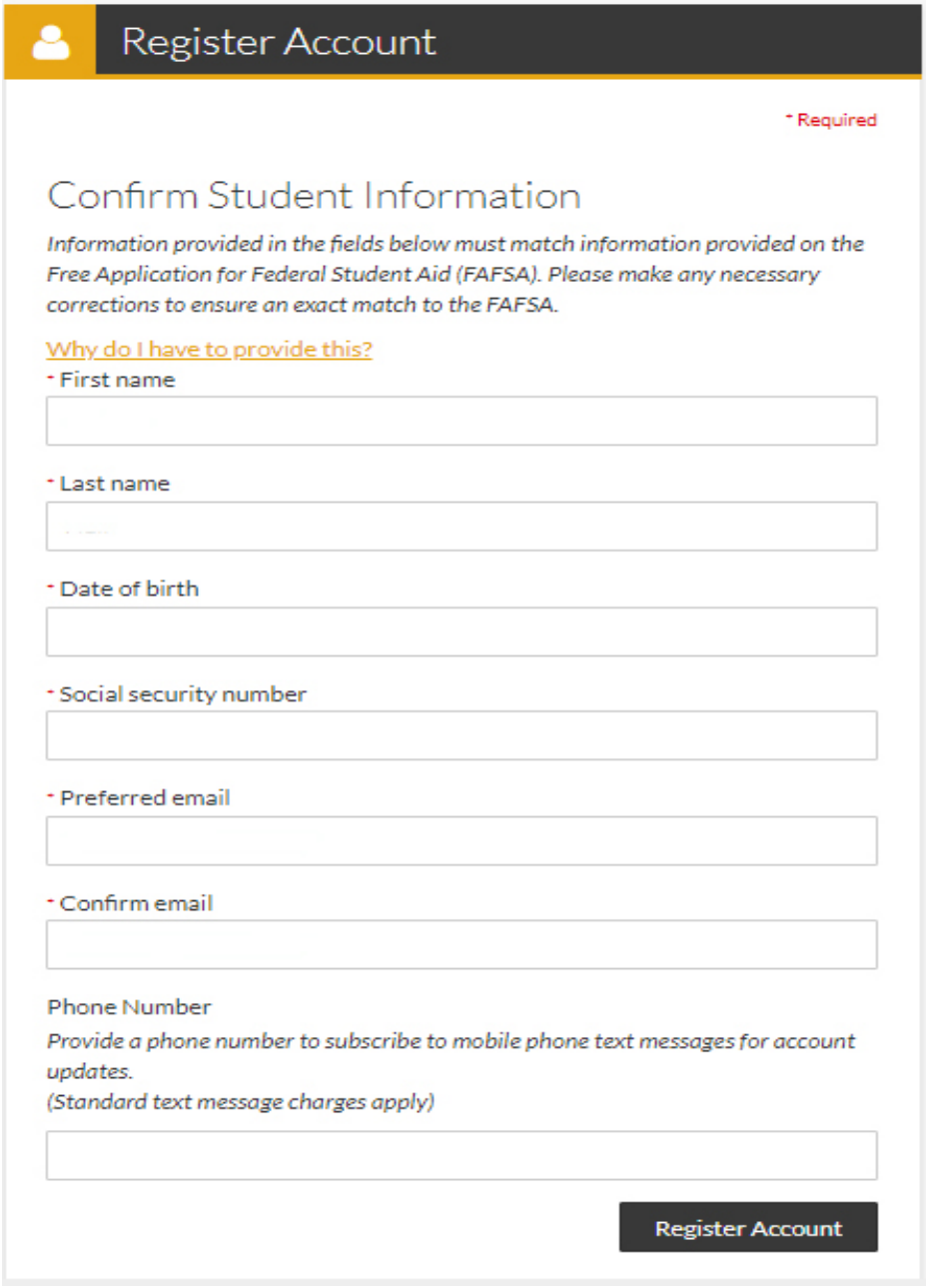
How to use Verify My FAFSA – a Quickstart Guide

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.

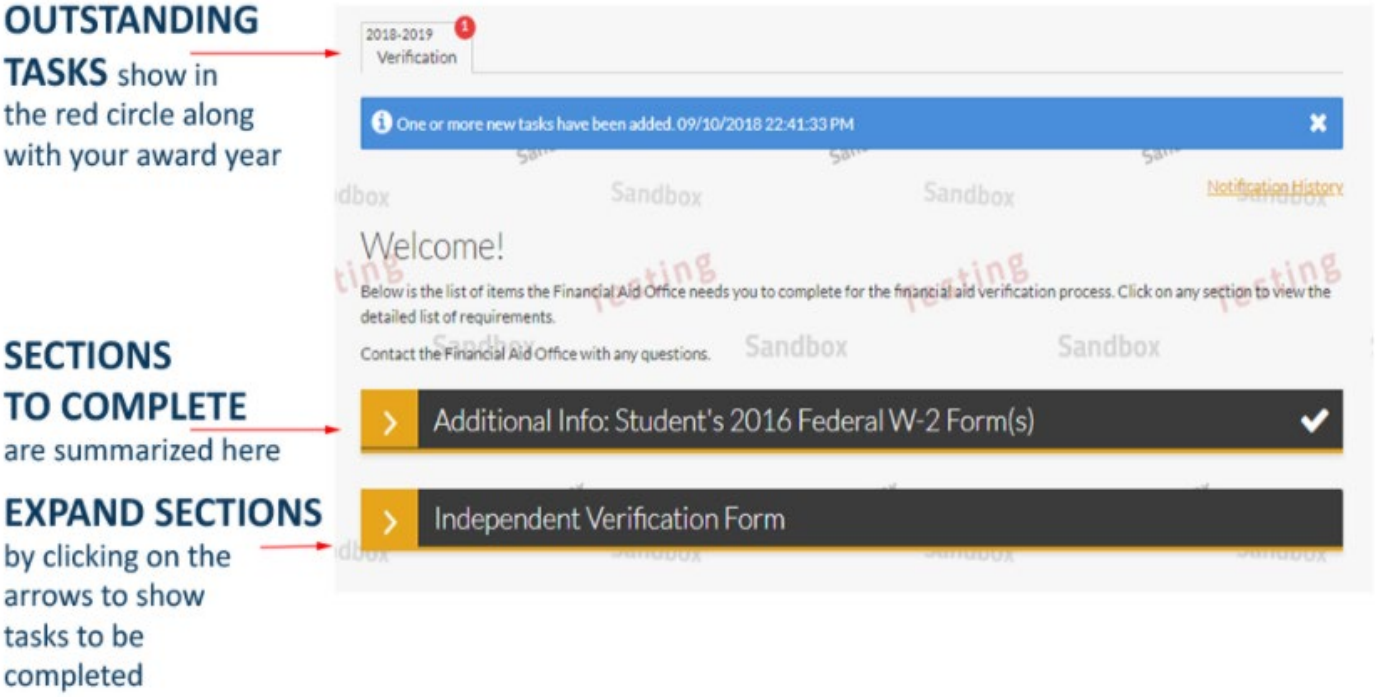
TIP: Verify that your name, date of birth, and social security number match what you put on your FAFSA.


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.

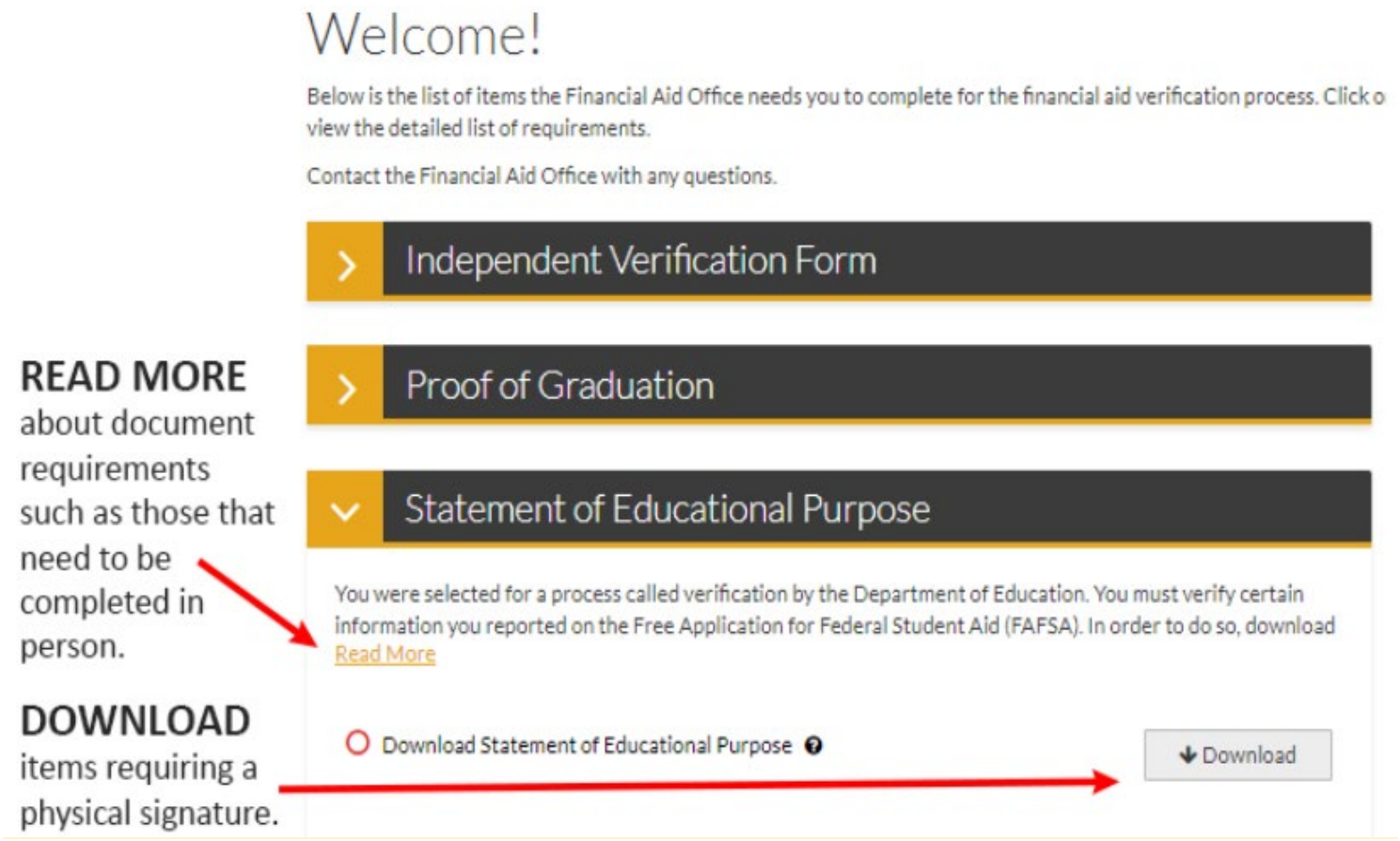


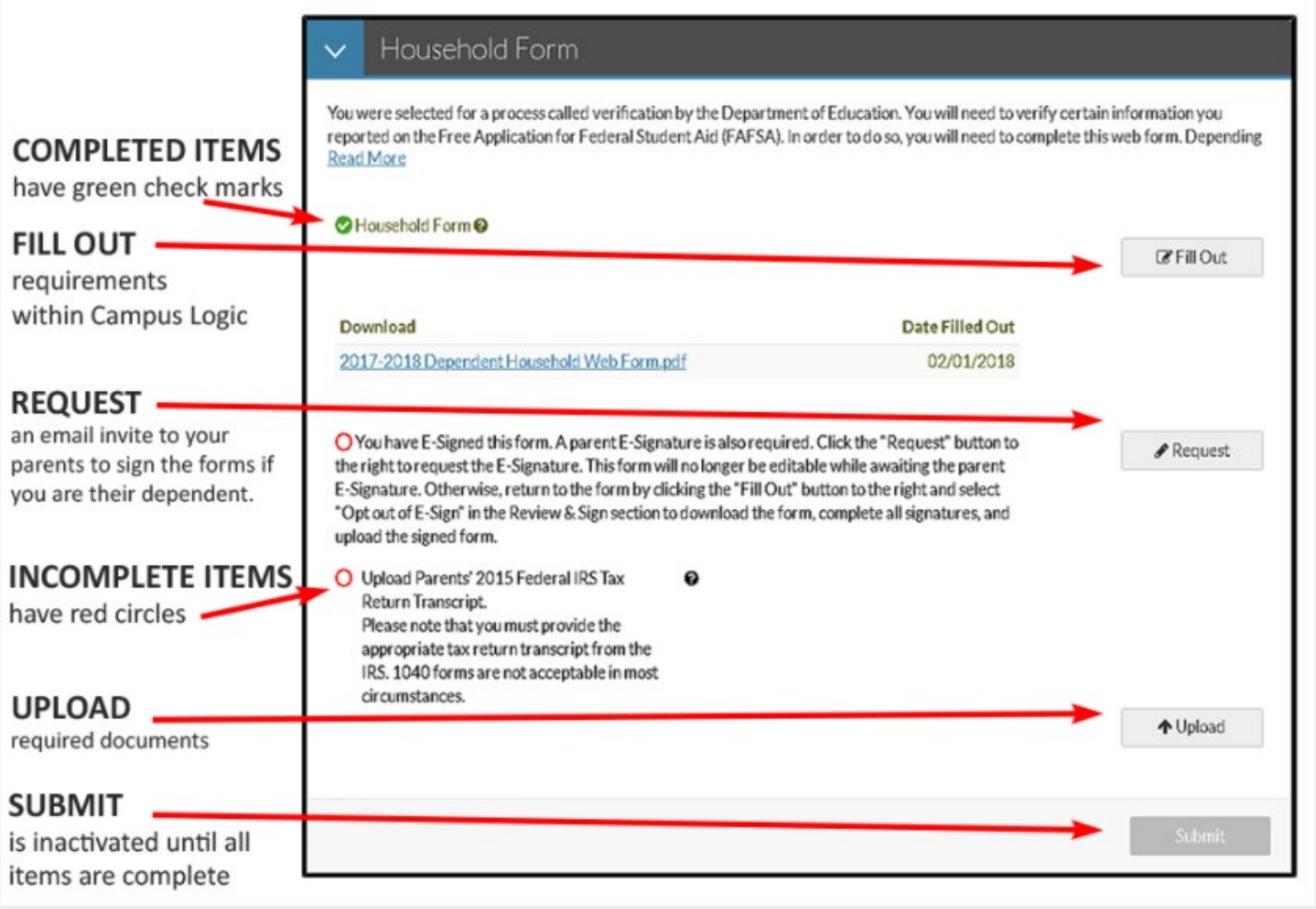
3. How to Navigate the Requirement section

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.



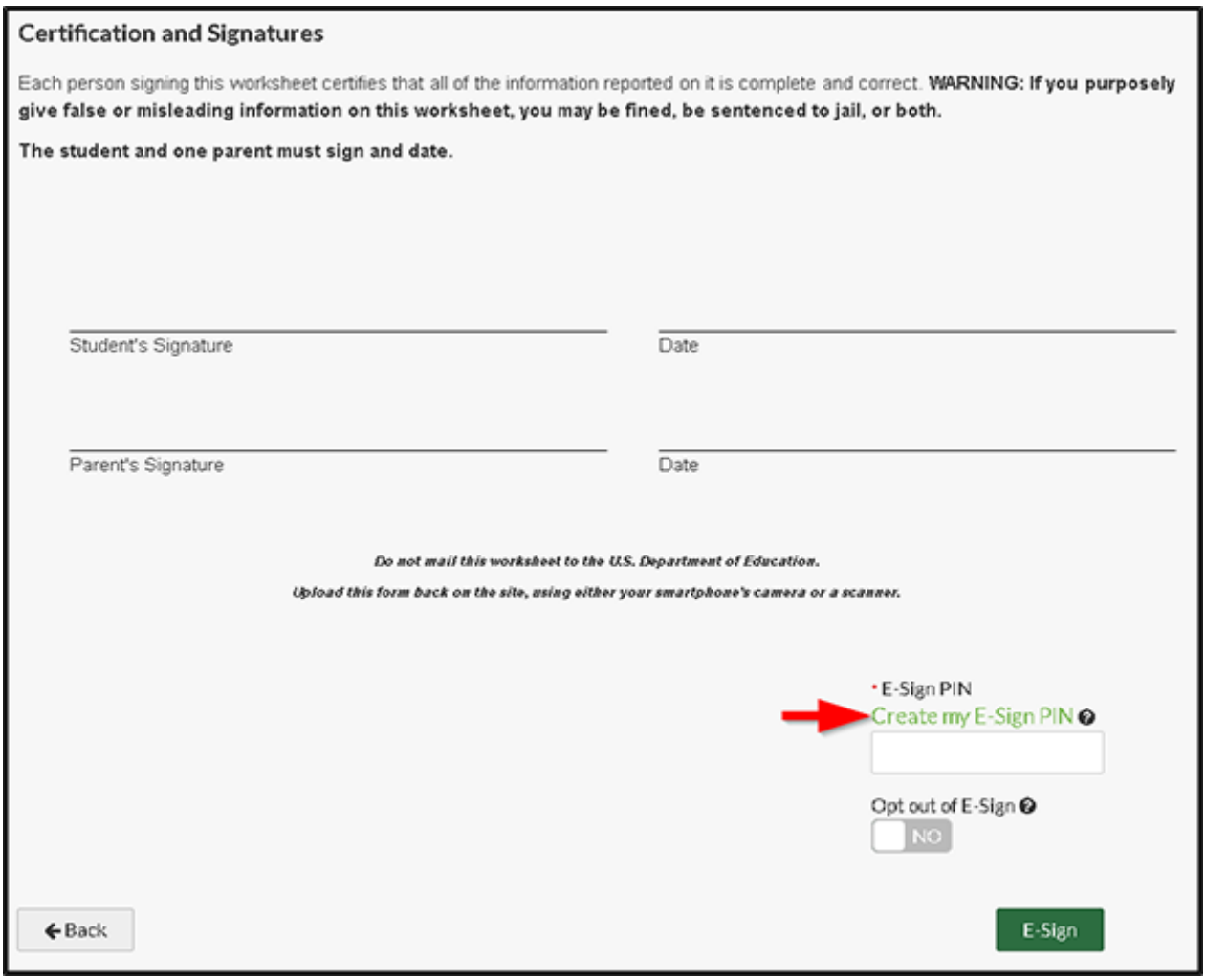

COMPLETED ITEMS
have green check marks
FILL OUT
requirements
within Campus Logic
REQUEST
an email invite to your
parents to sign the forms if
you are their dependent.
INCOMPLETE ITEMS
have red circles
UPLOAD
required documents
SUBMIT
is inactivated until all
items are complete
Household Form
You were 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:



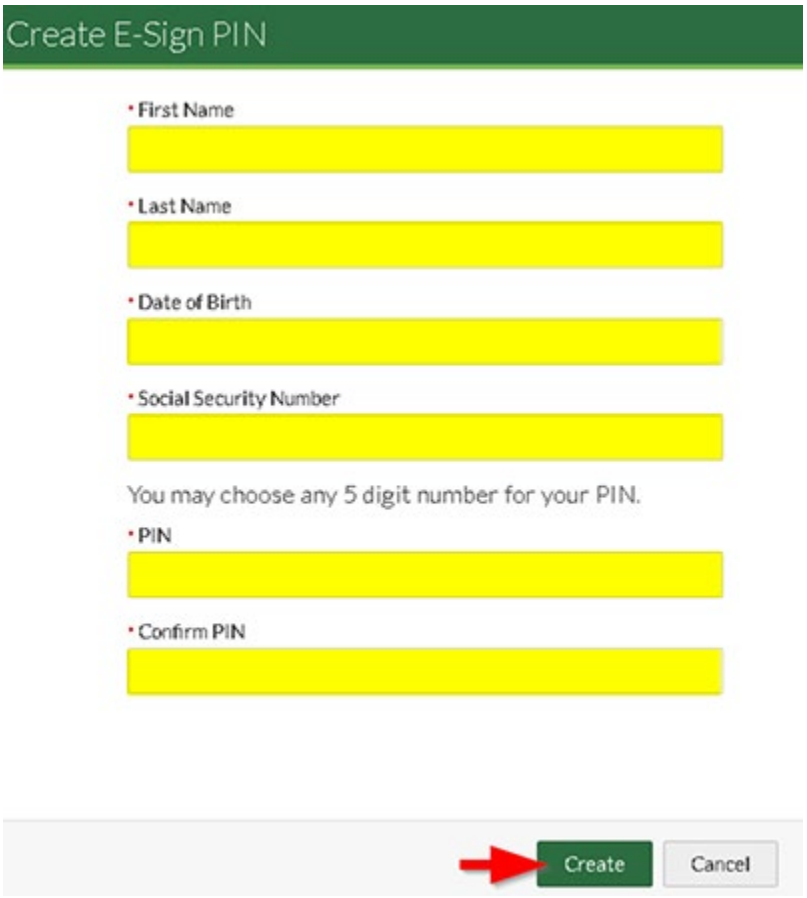
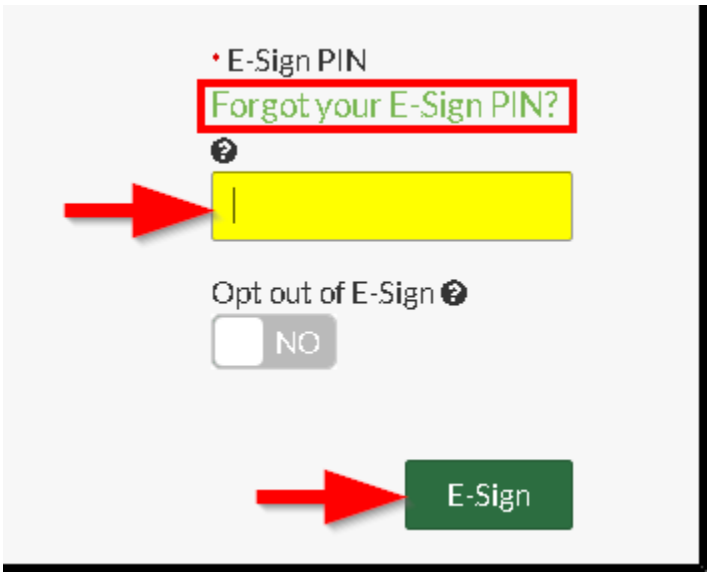
The portal e-signature feature is also **not tied to the FSA ID which is used to e-sign federal aid documents on the Department of Education websites.*

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.



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.