

Student E-signature Instructions for Verification and Appeal Processes

The Dashboard allows students to electronically sign their verification and appeal documents. This E-signature process is authenticated and in compliance with the federal Electronic Signatures in Global and National Commerce Act (ESIGN ACT). Therefore, it is of the utmost importance that only the student log in through his/her/their TUPortal to sign the requested documents. **No other person should log in as the student.** The Federal Verification process requires us to ensure that the signatures are accurate and legally on behalf of the person completing them.

Please use Google Chrome for all actions, as other browsers may not show the required links or pop-ups.

When the student completes the form, he/she/they should scroll down to the “Create my E-Sign PIN” link.

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

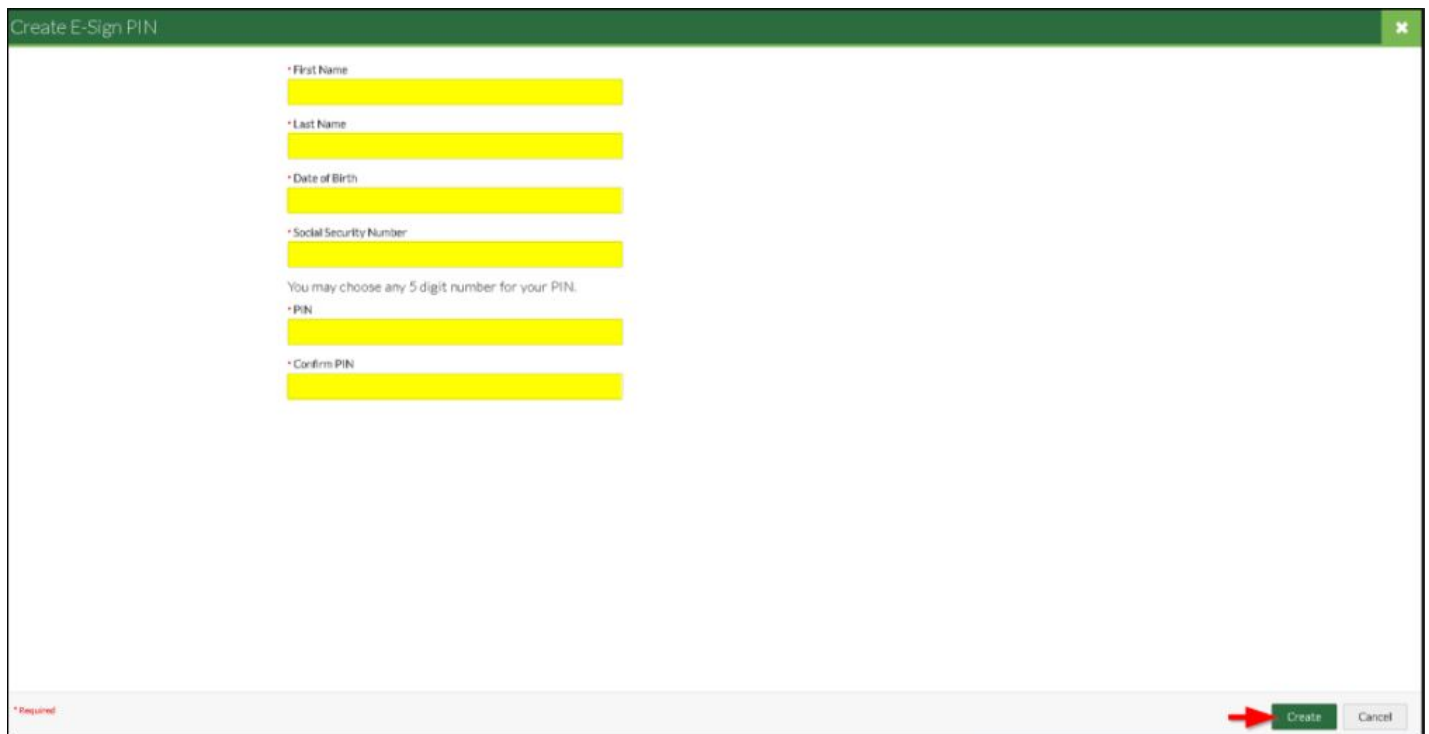
Click on the link to open a pop-up.



• E-Sign PIN
[Create my E-Sign PIN](#) ⓘ

Opt out of E-Sign ⓘ
 NO
E-Sign

The student should enter all of his/her/their biographical information exactly as it appears on the FAFSA. This is an additional step intended to ensure the person creating the PIN is the student.



Create E-Sign PIN

• First Name

• Last Name

• Date of Birth

• Social Security Number

You may choose any 5 digit number for your PIN.

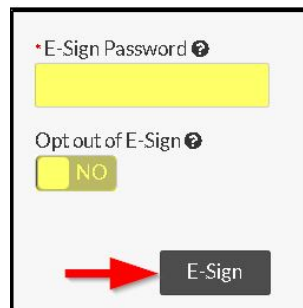
• PIN

• Confirm PIN

* Required

Create Cancel

Once the student has created his/her/their PIN, they are brought back to the main page to enter the PIN.



• E-Sign Password ⓘ

Opt out of E-Sign ⓘ
 NO
E-Sign

If the e-signature is successful, the student will view a confirmation message. If additional documentation is requested, the message will include the tasks, and the student will be able to see the tasks on their main page.

Success

You have successfully E-Signed your document, and it has been automatically uploaded into our system.

Based on the answers you provided, you must upload the following documents:

- Student's 2018 Signed Federal IRS Form 1040

You will now be redirected back to your current tasks.

OK

If the student forgets the PIN, he/she/they can reset the PIN using the "Forgot your E-Sign PIN?" link. It will take the student through the same steps as before to create a new PIN.

• E-Sign PIN

[Forgot your E-Sign PIN?](#)

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Opt out of E-Sign ?

NO