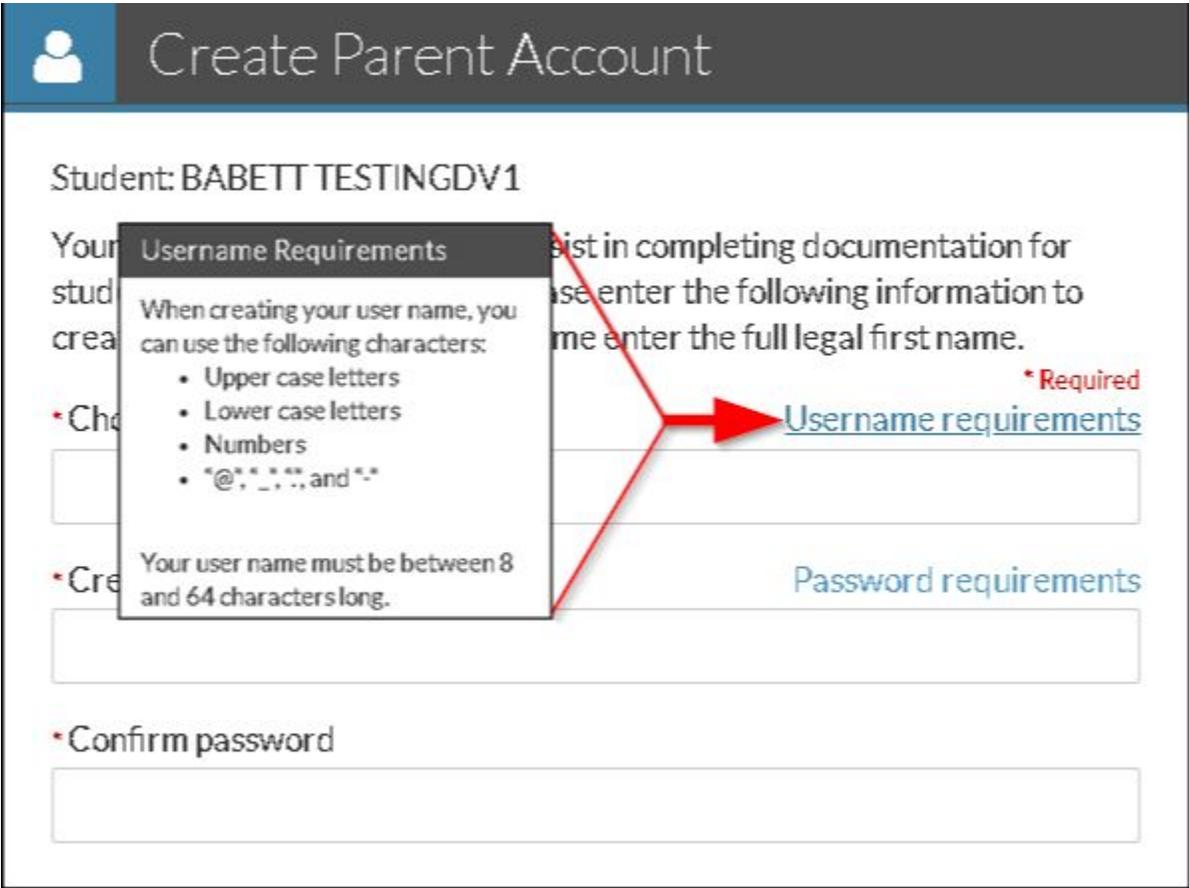


Parent E-signature Instructions

The Dashboard allows parents to electronically sign their students' 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 parent logs in through his/her/their account to sign the requested documents. **No other person should log in as the parent.** 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. The parent's e-sign password is the account password he/she/they created.

Students initiate the e-signature process by signing the Verification or Appeal form on their own, then requesting an e-signature from one of their parents. The e-signature request should be sent to the email the parent wants associated with his/her/their account. The parent should click on the link in the email to create an account. The requirements for both the password and username are below. The parent must enter his/her/their information exactly as it appears on the FAFSA. Account creation will also initiate an email verification link to be sent to the parent. **The parent must verify their email immediately or their account will be locked.**



The screenshot shows a web form titled "Create Parent Account" with a user icon in the top left. The form displays "Student: BABETT TESTINGDV1". A pop-up box titled "Username Requirements" is overlaid on the form, listing the following rules: "When creating your user name, you can use the following characters:", "• Upper case letters", "• Lower case letters", "• Numbers", "• '@', '_', ':', and '*'", and "Your user name must be between 8 and 64 characters long." The form includes a "First name" field with a red asterisk and the text "* Required" next to it, followed by a "Last name" field. Below these are "Password requirements" and "Confirm password" fields. A red arrow points from the pop-up box to the "First name" field.

Create Parent Account

Student: BABETT TESTINGDV1

Your student has requested you assist in completing documentation for student financial aid purposes. Please enter the following information to create an account. For the First Name enter the full legal first name.

* **Choose Username** * Required
 [Username requirements](#)

* **Create Password**
 [Password requirements](#)

* **Confirm Password**

Password Requirements

When creating your password, you must have **at least 1** of each of the following characters:

- Upper case letters
- Lower case letters
- Numbers

Your password must be at least 8 characters long.

Once the parent has logged in, he/she/they will view the forms for the student. If the parent has more than one student at Temple University, then accounts will allow the parent to toggle between their students. Click "Preview" to view the document.

Parent E-Signature Forms

Welcome to the Parent E-Signature Portal for BABETT TESTINGDV1's application for financial aid at Amy Sandbox. You have been invited by BABETT to E-Sign a form(s) required to complete the application.

Below is a list of the form(s) that require a parent signature. Click the "Preview" button by each form to complete the E-Signature process or view additional options. You must repeat the process for each form. If additional forms require a parent E-Signature, then a new email will be sent to the address received from BABETT.

Contact BABETT if you have any additional questions.

2020-2021

2020-2021 Dependent Verification Web Form [Preview](#)

This will allow the parent to review the information on the form. There are three ways for the parent to proceed – E-Sign the form, Opt-Out of the E-Signature, or send the form back to the student to make a revision (“Form Not Approved”).

Document Preview

**2020-2021 Verification Worksheet
Dependent Student**

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Dependent Student's Information

| | | |
|--|---------------------------------------|------------------------------------|
| TESTINGOV1 Student's Last Name | BABETT Student's First Name | ### ##-0004 Student's ID Number |
| (480) 555-1202 Student's Phone Number | 01/01/1998 Student's Date of Birth | |

Dependent Student's Family Information

List below the people in the **parent(s)'s household** include:

1. You, the student.
2. Your parent(s) - for FAFSA purposes - (including a stepparent) even if the student doesn't live with the parents.
 - If you need help knowing what parent(s) to list below click [here](#).
 - If your parent(s) are unmarried/divorced/separated and do not live together, list just one parent (who you lived with the most).
 - If your parents are married or remarried, list the parent who you lived with the most and his/her spouse.
 - If your parents are unmarried and living together, list both parents.
3. The parents' other children if one of the following is true, regardless of where the child lives.
 - The parents will provide more than half of the children's support from July 1, 2020, through June 30, 2021, **or**
 - If the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021.
4. Other people if they are supported (more than 50%) by and living with the parents **and** the parents will continue to provide more

Form Not Approved * E-Sign Password: [redacted] E-Sign Opt Out of E-Sign

If the parent does not want to e-sign, he/she/they can choose to opt out. The parent **must** tell the student so that he/she/they can also opt out of the e-signature. Both the parent and student must sign in the same method.

Opt Out of E-Sign button provides information on the steps required if a parent chooses not to e-sign a document.
The student must opt-out of e-sign by:

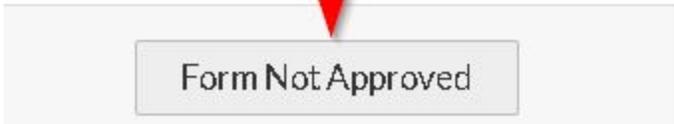
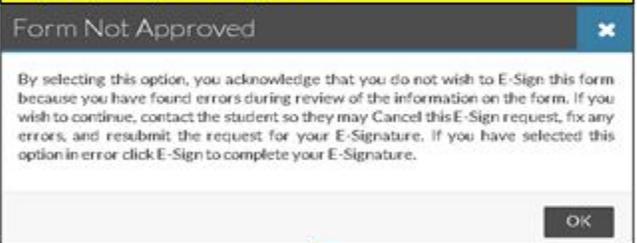
- 1) Log into StudentForms
- 2) Click Cancel Request button
- 3) Click Fill Out button to edit their webform
- 4) Opt out of e-sign on the Review & Sign screen
- 5) Use the Download button to download, print, both student and parent must physically sign the document.
- 6) Once the document is signed, the student may upload into the task in StudentForms.



If there is an error on the form, such as a family member not included in the Household, or the incorrect tax status for the student, then the parent should select "Form Not Approved." This sends the form back to the student to make the necessary correction.

Form Not Approved button provides information on steps required if a correction to the form is needed.
The student must:

- 1) Log into StudentForms
- 2) Click Cancel Request button
- 3) Click Fill Out button to edit their webform
- 4) E-sign after changes are made
- 5) Request parent signature



If the document is acceptable, then the parent should enter his/her/their account password to e-sign. Once signed, the webpage will refresh to show that there are not pending tasks for the parent to complete.

 *E-Sign Password: 