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.**
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
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”).

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.
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.

**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.

**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.