

E-Sign PIN: How to create an e-sign PIN to sign forms

E-Sign a Web Form

After you have completed all of the sections on the web form, a preview of the document will be shown on the Review & Sign screen. Review the document PRIOR to e-signing the form. If corrections are needed, use the links on the left side of the screen to go to the section that needs changes.

When all information is correct, you will need to e-sign or sign your form with a pen.

StudentForms

Needs Action Verification > Tasks > Independent Verification Form

Verification

Independent Verification Form

Demographics
Household
Student Taxes
Review & Sign

Return to Student Tasks

Independent Verification Form
FAITH TESTINGCLEAN
@777770307
noemail@email.com
(480) 555-1401

Your 2022-2023 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 spouse (if married) 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 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.

Independent Student's Information

TESTINGCLEAN FAITH @777770307
Student's Last Name Student's First Name Student's ID Number

Consent to Use of Electronic Signatures

Accept: You accept the terms and conditions. This allows you to e-sign.

Cancel: This option will return you to the Review & Sign screen.

If you do not want to accept the terms and conditions, you may opt out of e-sign.

Terms and Conditions

Consent to Use of Electronic Signatures

Electronic Signatures
Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document.

"Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer.

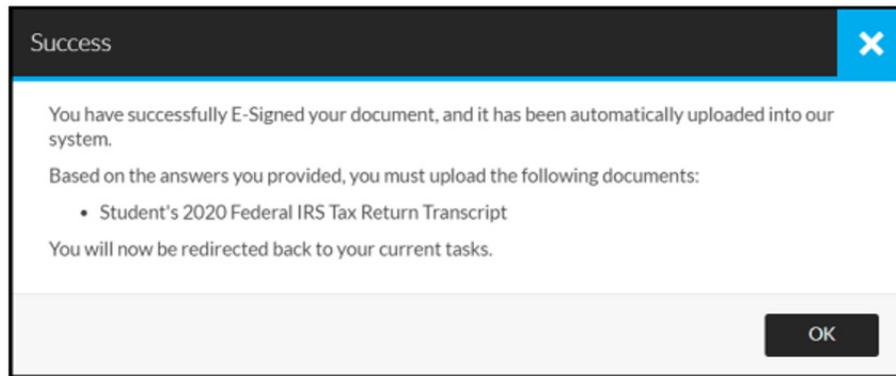
By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this web site (the "Site"). You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account.

You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies only to materials generated on the Site.

Identification Authentication and Security
Identity authentication is required prior to use of an electronic signature. The Site will confirm your identity by authenticating data provided by you with data maintained by an independent source. Once your identity has been confirmed you may be required to create a

Confirm Cancel

Once the form is e-signed you will receive a “Success” message that will notify you of any additional documents you are required to upload into the application. This documentation is based off of the information you provided in the web form. If you do not believe the request is correct, you must correct the information provided in the web form using the “Fill Out” button.

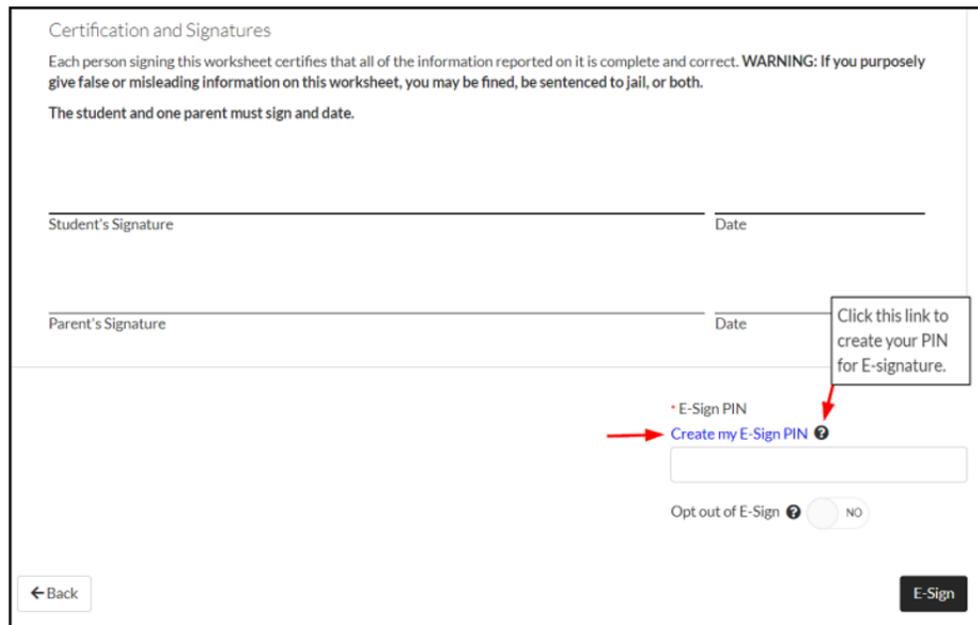


DEPENDENT STUDENTS: If you are a dependent student, the web form may require a parent signature.

Create an E-Sign PIN

The first time you e-sign a web form, you must create an e-sign PIN. You will always have the option to opt out of e-sign, print, sign and upload the form.

At the bottom of the “Review & Sign” screen, click on the “**Create my E-Sign PIN**” link.

A screenshot of the "Certification and Signatures" screen. It contains a warning: "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." Below this are two rows of signature and date fields: "Student's Signature" and "Date", and "Parent's Signature" and "Date". At the bottom, there is a section for "E-Sign PIN" with a red arrow pointing to a blue link "Create my E-Sign PIN" with a help icon. A tooltip box points to this link with the text "Click this link to create your PIN for E-signature." Below the link is an empty input field. Further down is the "Opt out of E-Sign" section with a help icon and a radio button labeled "NO". At the bottom left is a "Back" button and at the bottom right is an "E-Sign" button.

You will be presented the “Consent to Use of Electronic Signatures.”

Agree to the terms and the “Manage E-Sign PIN” modal will populate.

Here you must provide the following information EXACTLY AS IT APPEARS on your FAFSA:

- * First Name
- * Last Name
- * Date of Birth
- * Social security number

Choose a 5-digit number for a PIN.

Confirm the 5-digit number.

Click the “Create” button.

The screenshot shows a modal window titled "Manage E-Sign PIN" with a close button in the top right. The main text reads: "Information provided in the fields below must match information provided on your financial aid application - either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application. Please ensure all four pieces of information match to what you provide on the FAFSA or Dream Act Application. If you have not submitted either application to your school, please ensure that the information below matches the information your school has on file." Below this text are five input fields, each with a red asterisk and the word "Required": "First Name", "Last Name", "Date of Birth", "Social Security Number", and "PIN". The "PIN" field has a sub-note: "You may choose any 5 digit number for your PIN." Below the PIN field is a "Confirm PIN" field. At the bottom right, there is a red arrow pointing to a "Create" button and a "Cancel" button.

You will be redirected to the “**Review & Sign**” screen with a confirmation message that the PIN has been created. You will now be able to enter this 5-digit PIN to e-sign your document.

The screenshot shows a screen titled "Review & Sign". At the top, there is a field for "E-Sign Password" with a question mark icon. Below it is a toggle switch for "Opt out of E-Sign" with a question mark icon and the word "NO" next to it. At the bottom right, there is a red arrow pointing to a black "E-Sign" button.

(If the information does not match your FAFSA exactly, an error message will appear and the PIN will not be created.)

The screenshot shows the "Manage E-Sign PIN" modal window with an error message. A red box contains the text: "Your credentials do not match the credentials on your account. Please review the information entered." The input fields are populated with the following information: "First Name" is "Aly", "Last Name" is "TestingDV1", "Date of Birth" is "1/1/2003", "Social Security Number" is represented by seven dots, "PIN" is represented by five dots, and "Confirm PIN" is represented by five dots. At the bottom right, there is a "Create" button and a "Cancel" button.

Reset an E-Sign PIN

If you forgot your e-sign PIN, you can reset it by selecting the **“Forgot your E-Sign PIN”** link above the e-sign box on the **“Review & Sign”** screen of the web form.

You are required to provide your identifying information as you did in the previous step to create your PIN.

Select a new PIN, and then click the **“Reset”** button.

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 _____

* E-Sign PIN
Forgot your E-Sign PIN? ?

Opt out of E-Sign ? NO

← Back E-Sign

After your PIN has been reset, you will be redirected to the **“Review & Sign”** screen. Enter your 5-digit PIN to sign your document.

Opt Out of E-Sign

You will always have the option to opt out of e-signing a web form. If you opt out, you will need to print the form, sign it, and upload it back into the system.

Toggle the **“Opt out of E-Sign”** switch to **“on.”** The **“Confirm opt out of E-Sign”** modal will appear.

To opt out of the consent of e-sign toggle the switch on. By doing this you will no longer be able to use the e-sign until you toggle the switch off and accept/re-accept the terms and conditions of e-sign.

Opt out of E-Sign ? YES NO

Click on the **“Confirm”** button. This will change the **“E-Sign”** button to a **“Download”** button.

Confirm opt out of E-Sign

When you opt out of e-signature you must upload a signed copy of the form by completing the following steps:

1. Click Download at the bottom of the next page
2. Print form
3. Sign your document
4. Scan or take a picture of your document
5. Save the file or image on your desktop
6. Upload the document to the task

Confirm Cancel

Click the **“Download”** button. You will be returned to the task list.

Opt out of E-Sign ? YES

Download

Parent E-Sign

If a dependent student needs a parent to sign a form, the student must request a signature from the parent. When the parent reviews and is ready to e-sign, the parent does not create a PIN. The parent will use the parent account password to e-sign the form.