Parent Account: How to create a Parent Account on Student Forms

NOTE TO PARENTS: The first time you are asked to e-sign a document you will be required to create an account. Going forward, you can use the same account for any documents that require an e-signature. **You cannot create an account or view documents for e-signature until the student sends the e-signature request.**

FEDERAL ISIRs: You must pass the check with the Social Security Administration (SSA) on your Name, DOB, and SSN for the student to get the e-sign option. If at least one parent does not pass the SSA check, the student is automatically opted out of e-sign. If only one parent passed the SSA check, the student may only send the e-sign request to the parent who passed the SSA check. If a parent does not have an SSN and enters all zeros for the parent SSN on the FAFSA, the check with SSA is not performed and the parent is not eligible for e-signature.

After the student sends the e-signature request, the parent will receive an email with a link to create an account. Click on this link to be taken directly to the **Create Parent Account** screen.

Create an Account
You must fill out the following required fields:

* Choose Username
* Choose Password
* Confirm Password

If you need assistance selecting a username or password, **click on the ❓ tool tip icon** to display username/password requirements. If the username/password you choose does not meet the requirements, a notification will appear beneath the field.

Confirm Parent Information
In the Confirm Parent Information section, YOU MUST EXACTLY MATCH THE FOLLOWING INFORMATION as it appears on the student's FAFSA:

* First Name
* Last Name
* Date of Birth
* Parent's social security number/ITIN

Please note: StudentForms accepts both the parent's full first name or the parent's first name initial. Only the first character entered into the parent's First Name field is used to compare to the FAFSA.

Once you have entered and confirmed your information matches the FAFSA, select the "Create Account" button to be redirected to the login screen to log in.

Multiple Parent Accounts

Prior to July 2, 2020, if a parent had multiple students attending the same institution you were required to create a separate account for each student for whom you needed to e-sign a document. If you have existing accounts, they will not be merged and you will continue to manage your accounts separately.

As of July 2, 2020, StudentForms has been updated to allow multiple students to be associated with a single parent account. This requires all students to attend the same institution and the parent information on the FAFSA (SSN, DOB, First Initial) to match for all students. StudentForms will automatically link any students whose FAFSA matches your parent account information once the e-sign request is sent to you. After login, use the drop-down toggle to switch between students.