With Verify My Application, you will be able to:

- Complete financial aid forms on your phone, tablet, or computer

- Securely upload documents from any device

- E-sign documents – both you and your parents!

- Manage your financial aid tasks online

- Receive automated reminders about outstanding tasks and document review

How will I know if I have requirements to complete with Verify My Application?

You will receive an "Unsatisfied Financial Aid Requirements" email notification (sent to your college zonemail), with instructions to log in to CLASS-Web to review and complete your unsatisfied financial aid requirements.

If you have a "**Verify My Application**" unsatisfied requirement, you will need to complete the verification requirements through Verify My Application. Clicking on the requirement will automatically direct you to the Verify My Application webpage.

You may have additional non-verification requirements in CLASS-Web
that you will also need to complete!

Student Account Creation

The first time you click on **Verify My Application** in CLASS-Web, you will be required to create an account.

You will only have to do this one time.

Once your account is created, you can access **Verify My Application** automatically each time you log in to CLASS-Web.

Click Create Account

Enter *ALL* required information

Helpful Tip!
You can use any email address you choose as your Preferred Email
Example: lpcstudent@gmail.com or *lpcstudent@zonemail.clpccd.edu*

You will be opted in to receive SMS text messages from the Financial Aid Office if you provide a cell phone #.

Verification Tasks Page

The Student Tasks page lists the items the Financial Aid Office needs you to complete for the verification process.

Click on each arrow to review and complete your tasks.

(Screen shots shown are examples used for instructional purposes only)
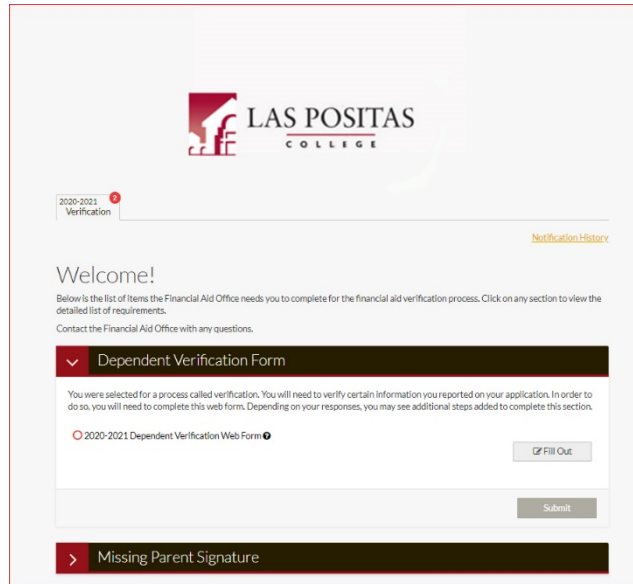
Some tasks will require you to fill out information, while others may ask you to upload documents (such as a tax return transcript). You may even be instructed to log back into your FAFSA to make necessary corrections.
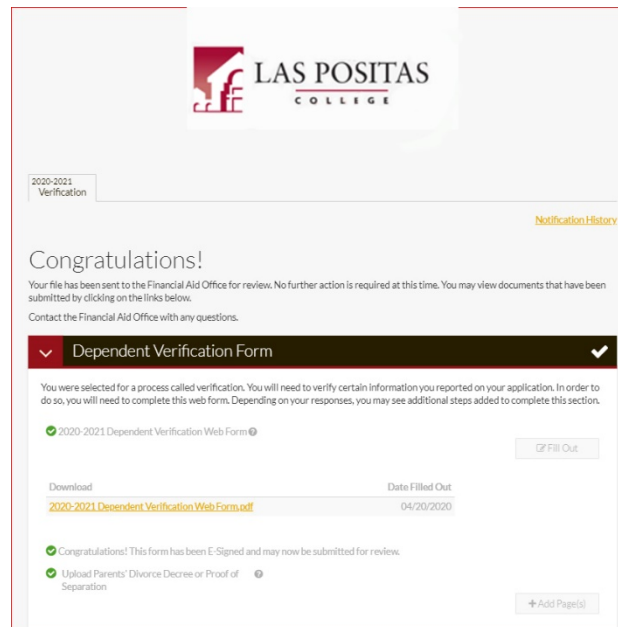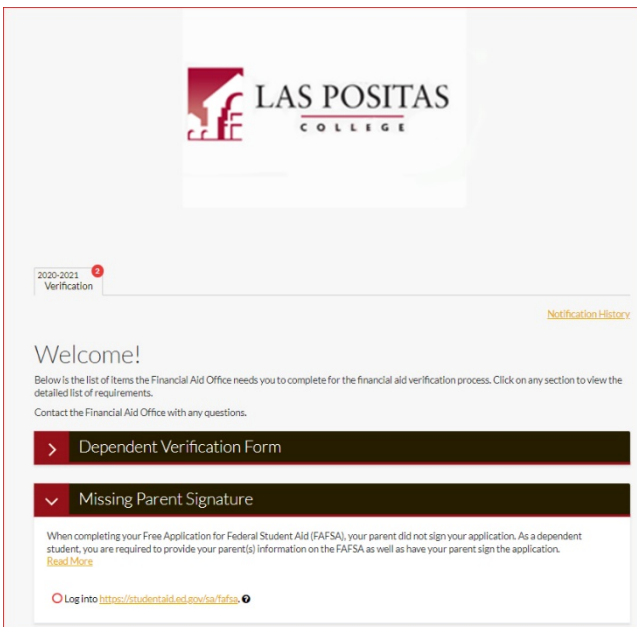
CLICK THE SUBMIT BUTTON (at the bottom of the task page) to submit your completed tasks to the Financial Aid Office.

- The message at the top of your tasks page will update to show the current status of your file.
- You will receive at your preferred email address: 1) Reminder Notifications, 2) Account Creation Notifications, and 3) File and Document Review Notifications from **NoReply@laspositascollege.edu**. The email could go to your junk or spam folder – so please check your spam folder for notifications from **NoReply@laspositascollege.edu** and <u>add this sender to your contact list</u>.

E-SIGN for Independent Students

With Verify My Application, you have the ability to electronically sign (e-sign) your Financial Aid documents, instead of having to print them out and sign them.

Create a PIN

The first time you use E-Sign, you will be required to Create a PIN and Accept Terms & Conditions.

<table>
<tr><td align="center">Create a 5-digit PIN</td><td align="center">Accept Terms and Conditions</td></tr>
</table>

Once the form has been correctly filled out enter your pin in the e-Sign box and then select the e-sign button.

- You have the option to opt out of E-Sign. Doing so will require you to **print the form, sign, and upload it** back into the system. Once, you opt out of e-sign, the E-Sign button changes to a download button

- If you need to make any changes to a document before signing, you can do so by selecting the section links on the left side of the screen (you cannot make changes while in the Review & Sign screen).

- If you have forgotten your e-sign pin, you can reset it by selecting the **Forgot my E-Sign PIN** link above the e-sign box on the review and sign screen of the web form.

E-SIGN for Dependent Students

With Verify My Application, you AND your parent both have the ability to electronically sign (e-sign) your Financial Aid documents, instead of having to print them out and sign them.

Student Signature

Note: Student and parent *both* have to use E-Sign OR they both have to upload a signed hardcopy of a document (the student cannot choose one option and the parent another).

Create a PIN

The first time you use E-Sign, you will be required to 'Create a PIN' and 'Accept Terms & Conditions.'

Create a 5-digit PIN

Accept Terms and Conditions

Once the form has been correctly filled out, enter your pin in the e-Sign box and then select the e-sign button.

- You have the option to opt out of E-Sign. Doing so will require you to print the form, sign and upload it back into the system. Once, you opt out of e-sign, the E-Sign button changes to a download button.

- If you need to make any changes to a document before signing, you can do so by selecting the section links

on the left side of the screen (you cannot make changes while in the Review & Sign screen).
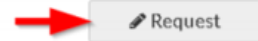
- If you have forgotten your e-sign pin, you can reset it pin by selecting the Forgot my E-Sign PIN link above the e-sign box on the review and sign screen of the web form.

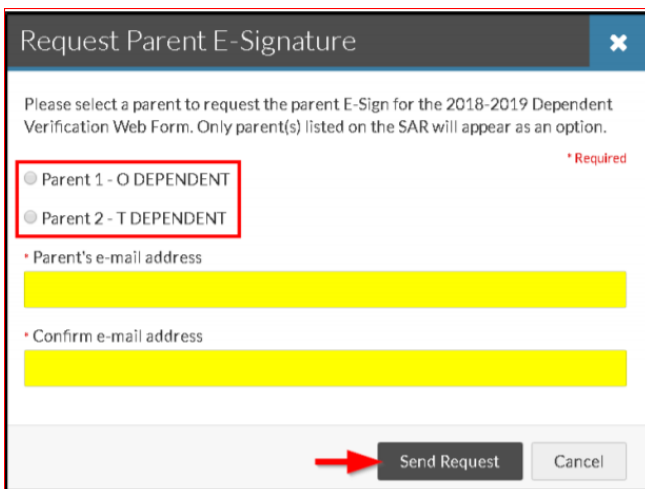# E-SIGN for Dependent Students (<u>continued</u>)

Parent's Signature

After you (the student) E-sign, you will be presented with a step to request your parent's signature.

Select the parent that you want to send an email request to review and sign your completed documents.

Helpful Tips!

- *Only the parent that you send the request to, will be able to create an account and E-sign documents.*

- *The parent you select must have passed the SSN match on your FAFSA, or you won't be able to send that parent a request.*

- *If neither parent passed the SSN match, you will not be able to use E-Sign.*

- *The parent's email address cannot match the student's.*

Once your request is sent, your parent will receive an email containing a link to create an account.
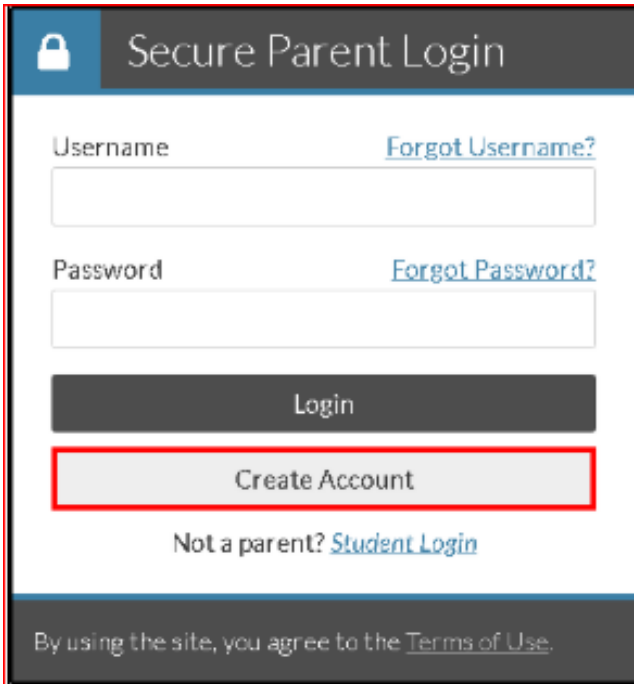
See Instructions for Parent Account Creation

Canceling or editing your request to your parent

Once your request is sent to your parent, you can longer edit your document unless you cancel the request. To cancel, selects the cancel request button. If you need to edit your request, select the edit request button. **Please Note:** If you cancel the request, your parent will not able to create an account or be able to see the document to e-sign until you send the request again.

Parent Account Creation

Parent, you should have received an email request from your student asking you to review and sign your student's completed financial aid documents. **Click on the link provided in the email so that you are taken directly to the create account screen.**

Click Create Account

Enter *ALL* required information

🔒 Secure Parent Login

Username   Forgot Username?

Password   Forgot Password?
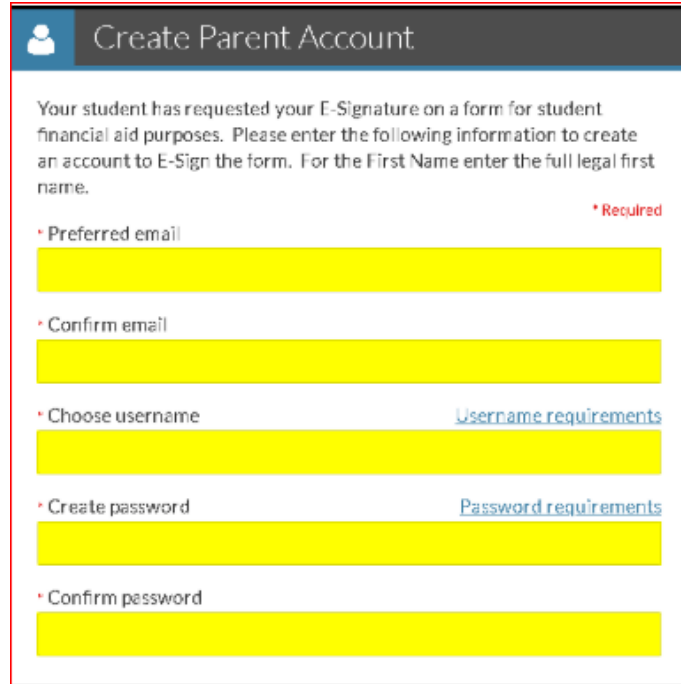
Login

Create Account

Not a parent? *Student Login*
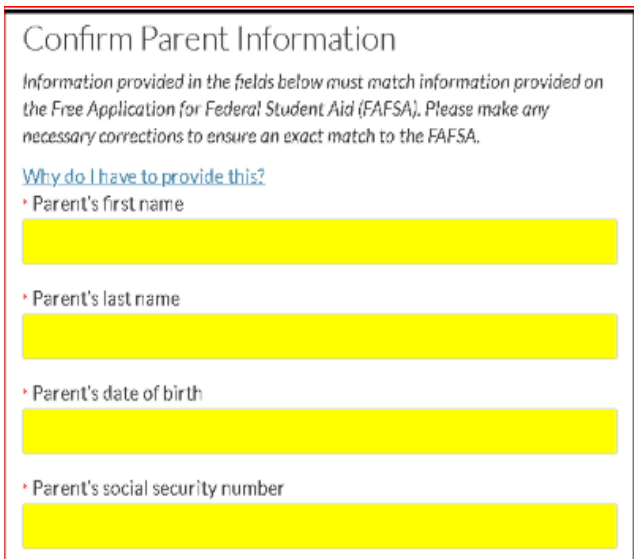
By using the site, you agree to the Terms of Use.

👤 Create Parent Account

Your student has requested your E-Signature on a form for student financial aid purposes. Please enter the following information to create an account to E-Sign the form. For the First Name enter the full legal first name.

* Required

* Preferred email

* Confirm email

* Choose username   Username requirements

* Create password   Password requirements

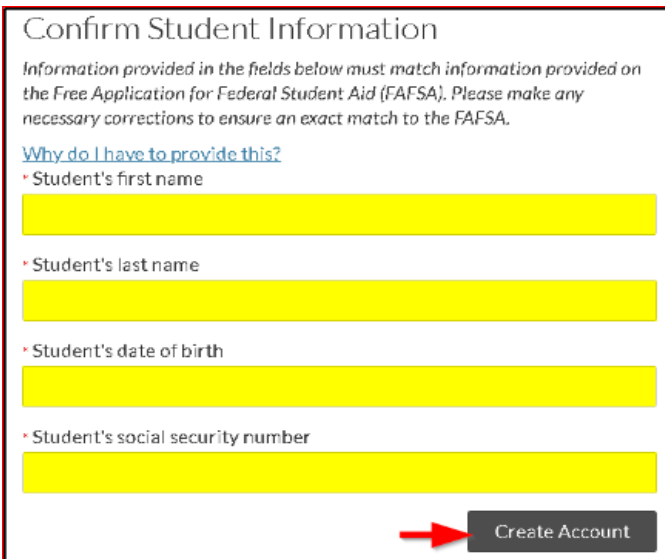* Confirm password

Confirm Parent and Student Information

Confirm Parent Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

Why do I have to provide this?

* Parent's first name

* Parent's last name

* Parent's date of birth

* Parent's social security number

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

Why do I have to provide this?

* Student's first name

* Student's last name

* Student's date of birth

* Student's social security number

Create Account

After you create an account, you will have the opportunity to preview and sign the document.

Helpful Tips for Parents!

- If you have more than one student attending Las Positas College, you must create an account for each student (your username must be different for each account created).

- You cannot create an account or view documents for e-signature until the student emails the e-signature request to you.

E-SIGN for Parent

Parent, after you have created the account and logged in, you will have the opportunity to preview the document in the Parent E-Signature portal:

Select the Preview button

E-Sign Password:

If everything looks correct, you can enter your password (created during account creation) into the e-sign password box and select the e-sign button.

You will receive a success message once the e-signature is applied. Your student will receive an email and/or text message after you e-sign the document.

Form Not Approved:

Only click this button if you do not approve of the information on the form. This will let your student know there are corrections needed. Your student will have to edit the form and resend for parent signature.

Opt Out of E-Sign

Only click this button if you do not want to e-sign the document. If you opt out of e-sign, your student must also opt out of e-sign, and will have to follow opt out of e-sign steps.