Step by Step Instructions: Sending E-Sign Request to Parent

After a Dependent Student has E-Signed their form, they are presented with a step to email their parent and request a parent signature on their form.

The parent cannot create an account or view documents ready for E-Sign until the student sends the E-Sign request email.

If the parent is unable to create an account or does not see any documents to sign after logging in, check the ‘Student View’ tab for the task requiring E-Sign to verify the student has sent the email request. If you see "Student has not initiated a signature request", the student has not sent the email request to the parent. The parent will not be able to E-Sign until the student sends the email request.

After the student selects “Request”. The student will then select to which parent they will send the email requesting an E-Signature.

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Request Parent E-Signature

Please select a parent to request the parent E-Sign for the 2018-2019 Dependent Verification Web Form. Only parent(s) listed on the SAR will appear as an option.

* Parent 1 - O DEPENDENT
* Parent 2 - T DEPENDENT

* Parent’s e-mail address

* Confirm e-mail address

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Send Request

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Cancel
The student will then select one parent to send the request to. Please note the parent(s) that appear for the student on the request are the parent(s) that were included on the FAFSA application.

- Parent must have passed the check with the SSA check with a value of 4 to be eligible for e-signature.
- If parent does not pass the SSA check, the student does not have the option to send the request for e-signature to the parent.
- If neither parent has passed the SSA check, the student would not be allowed to E-Sign their document and must download, print, sign (both student and parent), and then upload the form.

The student will select one parent and enter the parent email address. The email address for the parent cannot be the same as the student’s email address. The student will then confirm the parent email address and click “Send Request.”

After the request has been sent to the parent, the student cannot edit their form unless they cancel the request for a parent E-Signature.

To cancel the request the student selects “Cancel Request.” The student can edit their request by selecting “Edit Request.”
**Please Note:** If the student cancels the request, the parent is not able to create an account or able to see the document to E-sign until the student sends the request again.

Only the parent to who the student sends the request to is able to create an account or E-Sign the form. For example: if the student selects parent 1, only parent 1 is able to see the document to E-Sign.

Once the parent receives the request for an E-Signature:

- The parent will receive an email containing a link to create an account.
- After the parent clicks the link they are routed to “Parent Create Account”.

After a parent account is created and logs in, the parent can review the form completed by the student by clicking on “Preview”.

![Parent E-Signature Forms](image)
After the parent selects “**Preview**” they will be able to view the form. (See image below)

Not Approved and Opt Out of E-Sign buttons are informational only.

**Not Approved:** Parent selects this option to let the student know the parent did not approve the form, and the student must make the corrections.

**Opt Out of E-Sign:** Option available if the parent does not want to sign the form electronically, and would rather provide a wet signature.

If everything looks correct, the parent enters their password (created during account creation) into the E-Sign password box and clicks “**E-Sign**”.

The parent will receive a success email once the E-Signature is applied.

The student receives an email and/or text message after the parent has e-sign the document.