



### Step-by-Step Guide for Employees

Requesting your PSLF form is easier than ever before. We utilize Verifent to streamline responses and for data security purposes. Visit <https://app.verifent.com/PSLF/Begin> and follow the steps below.

#### Step 1: Choose Employer

- A. Click 'Choose Your Employer'
  - a. Select your employer, the organization needing to review your form, from the drop-down menu > Save Employer
  - b. Click 'Continue...'

#### Step 2: Read CAREFULLY and Fill in Applicable Fields for the Following Sections

- A. Section 1: Borrower Information
- B. Section 2: Borrower Request, Understandings and Certification
- C. Section 3: Employer Information
  - a. **IMPORTANT:** Begin with your most recent start date
  - b. Additional Section 3 portions can be requested if there was a break in service.
  - c. If you are unsure of the following data elements, they can be left blank for your employer to complete:
    - i. Employment Begin/End Date
    - ii. Hours Per Week (Average)
- D. Additional Message to Employer (if needed)
- E. Signature: You must sign your name legibly for MOHILA to accept the form

#### Step 3: Employer Reviews/Completes

- A. The form will be sent to your employer to review/complete Section 3 & Section 4.

Once completed, your employer will have the option to fax the form directly to MOHELA. If they fax the form to MOHELA, you will be notified via email and no further action is required. You can view the completed report by visiting <https://app.verifent.com/Registration/Employee>.

If your employer does NOT fax the form to MOHELA, you will receive a different email notification stating 'YOU'RE NOT DONE.' Proceed to Step 4.

Questions?  
[info@Verifent.com](mailto:info@Verifent.com)



### Step-by-Step Guide for Employees (Continued)

#### Step 4: Employee Response

- A. Enter your information to verify your identity. This will include an email verification and a Two-Factor Authentication code.
- B. Find your request and click 'View Report'
  - a. All edits made by your employer will be outlined in red
- C. You then have the option to 'Approve and Complete' or 'Disapprove/Cancel'
  - a. Approve and Complete
    - i. Click the 'Approve and Complete' button
    - ii. On the next screen fill in the first 5 digits of your SSN
    - iii. If you want the PSLF form to be automatically faxed to MOHELA, move the slider button to 'Yes.'
    - iv. Press 'Approve and Complete'
    - v. To download and/or print your completed PSLF, go back to your 'Dashboard,' fill in the first 5 digits of your SSN, and do NOT fax the form to MOHELA.
  - b. Disapprove/Cancel
    - i. Click the 'Disapprove/Cancel' button
    - ii. Type in the details of your disagreement.
    - iii. **\*\*You will need to submit a new PSLF Request\*\***
    - iv. Under 'Additional Notes' on the new request, describe in detail why you are submitting a new form.

#### Step 5 Print or download your completed forms and save for your personal records/