

FAFSA Instructions:

1) Create FSA ID for Student

Students: FSA ID is used as your login and signature for the FAFSA

- a. Go to fsaid.ed.gov
- b. Under 'Create an FSA Account' enter required information (enter name exactly as it appears on your social security card)
- c. Please know or have access to:
 - i. Your **Social Security Number**
 - ii. A **valid, working email address** that is **NOT** your school email
- d. Verify phone number
- e. Verify email

Email: _____

Username: _____

Password: _____

2) Create FSA ID for One Parent (if applicable)

Parents: FSA ID (if you can make one) is used to access the Data Retrieval Tool and to sign the FAFSA. If you cannot make one, you can sign physically.

- a. Go to fsaid.ed.gov
- b. Repeat steps b. - e. from above

Email: _____

Username: _____

Password: _____

3) Start the FAFSA

Start here if you've already created student/parent FSA ID.

- a. Go to fafsa.ed.gov
- b. Click "START HERE"
- c. Login with student's FSA ID
- d. Select which FAFSA you'd like to complete (You complete the FAFSA for the upcoming year you will be in college, so **2021-2022 FAFSA** for this year)
- e. Create a Save Key: a short password that must be entered if you don't finish the FAFSA in one sitting.

Save Key: _____

You fill out the FAFSA for every year you are in school. Be sure to take a picture of this sheet or save it so you will have instructions and your login information next time you file the FAFSA

4) Enter Student Demographic information

5) School Selection

You should add every school you're considering, even if you haven't applied or been accepted yet. You can add up to 10 at a time.

- a. Enter **State**, then the **City** your college is in OR the **School Name**.
- b. Click "Search," Select school, then Add more schools until you're finished. Then select "Continue."
- c. Select where you would be living if you attended each school.

6) Answer Dependency Status Questions

7) Enter Parent Demographic Information

If you aren't sure who qualifies as your parent, please ask your college adviser.

8) Financial Information

Use tax return and W2's from 2019.

- a. Select your tax return status. If "**already filed**":
- b. Link to **Data Retrieval Tool** (if parent was able to create FSA ID):
 - i. Enter Parent FSA ID (or email) and Password
 - ii. Click "Link To IRS"
 - iii. Enter address exactly how it is printed on your 2018 tax return
 - iv. Press "Submit." Verify information then click "Transfer Now."
 - v. Fill in the blank boxes not indicated by "transferred from tax return"

OR

If the Data Retrieval Tool does not work or if parent was unable to create FSA ID:
Fill in the information from your **2019 tax return** manually.

- c. Fill in student financial information. If the student did NOT file taxes, please select "**Will Not File**." If the student did file taxes, they will need to complete step b. above.

9) Sign and Submit

- a. Student signs FAFSA online.
- b. If parent could create an FSA ID, parent signs FAFSA online. If parent could not, print out a signature page, sign and date, and mail to address indicated.
- c. Be sure to **Submit FAFSA** after both student and parent have signed.

You fill out the FAFSA for every year you are in school. Be sure to take a picture of this sheet or save it so you will have instructions and your login information next time you file the FAFSA