

## QualiFi – Public Service Loan Forgiveness (PSLF) Guide for Employees

Requesting your PSLF form is easy. We utilize Verifent to streamline responses and for data security purposes.

Visit [www.Verifent.com](http://www.Verifent.com). Click, **Get Started > Login > Get Verified > PSLF Verification**, then follow the steps below.

**Note:** If you do not have login credentials, please click 'Register'. You will need to create an account.

### Step 1: Choose Employer

- Click 'Choose Your Employer.'
  - Select your employer needing to review your form. Type "Roanoke City Public Schools"
  - Click 'Save Employer.'
  - Click 'Continue...'

### Step 2: Complete the Following Sections

- Section 1: Borrower Information,
- Section 2: Borrower Request, Understandings and Certification
- Section 4: Employer Information
  - **IMPORTANT:** Begin with your most recent start date.
  - Additional Section 4 portions can be requested if there was a break in service.
  - If you are unsure of the following data elements, they can be left blank for your employer to complete:
    - Employment or Certification Begin/End Date
    - Hours Per Week (Average)
- Additional Message to Employer (if needed)
- Signature: **You must sign your name legibly for Federal Student Aid to accept the form**

### Step 3: Employer Reviews/Completes

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

Once completed, your employer will have the option to fax the form directly to Federal Student Aid. If they fax the form to Federal Student Aid, you will be notified via email and no further action is required.

To view completed PSLF forms, please visit login to your account. Completed forms are in your Employee Portal.

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

### Step 4: Employee Response

- Click on the link in the email and enter your information. This will include an email verification and a Two-Factor Authentication code.
- Find your request and click the three dots and click 'Review PSLF.'
  - All edits made by your employer will be outlined in red.
- Choose to 'Approve and Complete' or 'Disapprove/Cancel.'
  - Approve and Complete
    - Click 'Approve and Complete.'
    - Click 'Download/Fax.'
    - If you want the PSLF form faxed to Federal Student Aid, click 'Continue with QualiFi Prime.' Fill in the first 5 digits of your SSN and click 'Continue.'
    - To download and/or print your completed PSLF form, click 'Continue with Basic,' fill in the first 5 digits of your SSN, and click 'Continue.'
  - Disapprove/Cancel
    - Click the 'Disapprove/Cancel' button.
    - Type in the details of your disagreement.
    - **\*\*You will need to submit a new PSLF Request\*\***
    - Under 'Additional Notes' on the new request, describe in detail why you are submitting a new form.