

## **FAFSA -- PARENTS -- IF student has filled out their portion you need to:**

**Go to: [fafsa.gov](http://fafsa.gov)**

**Click: FSA ID (at top of page)**

**Click: Create your FSA ID Now (in middle of page) Enter information it asks for and be sure to Write Down the Username & password you created**

**Go back to: [fafsa.gov](http://fafsa.gov)**

**Click: Login**

**Enter: The Student's Information**

**Go to: Parent Demographics (tab at top of page) follow on screen instructions all the way through this section This is where you'll provide your own demographic information**

### **Next will be your financial information:**

In this section, you'll first be asked to provide parent financial information. This step is incredibly simple if you use the IRS Data Retrieval Tool (DRT). The IRS DRT allows you to import your IRS tax information into the FAFSA form with just a few clicks. Using this tool also may reduce the amount of paperwork you need to provide to your child's school. So if you're eligible, use it!

To access the tool, indicate that you've "already completed" taxes on the parent finances page. If you're eligible, you'll see an option to "Link to IRS." Choose that option and follow the prompts.

NOTE: the information transferred from the IRS will not be displayed, but you will get a confirmation message letting you know that the transfer was successful. You'll also know which items have been transferred from the IRS because you'll see "Transferred from the IRS" in place of the answer fields. You'll still need to answer all other required questions.

Next, you'll likely be asked to provide your child's financial information.

If your child filed taxes, the easiest way to complete this section is to use the IRS DRT. Your child would need to be present because he or she needs to provide his or her FSA ID to use the tool. If your child is not present, save and exit the application and instruct your child to log in with his or her FSA ID, retrieve the FAFSA form using the save key, and then use the IRS DRT to complete the FAFSA form and sign it.

If your child did not file taxes, you can enter his or her financial information manually (if you have access to the required information). If you don't have access to the information, save and exit the application and instruct your child to log in with his or her FSA ID, retrieve the FAFSA form using the save key, complete the FAFSA form, and sign it.

NOTE: If you need to save and exit your dependent child's FAFSA form so he or she can complete the remaining information, you'll need to log back in and sign your child's FAFSA form before your child can submit it.

### **Next will be to Sign your child's FAFSA® form.**

You're not finished with the FAFSA form until **you and your child sign it**. The quickest and easiest way to sign your child's FAFSA form is online with your FSA ID. If your child is not present, after you sign your child's FAFSA form with your FSA ID, save and exit the application and instruct your child to log into [fafsa.gov](http://fafsa.gov) to sign and submit his or her FAFSA form.

Sign and Submit Tips:

If you or your child forgot your FSA ID, you can retrieve it.

Make sure you and your child don't mix up your FSA IDs. This is one of the most common errors we see, and why it's extremely important for each person to create his/her own FSA ID and not share it with anyone.

Make sure the parent who is using his/her FSA ID to sign the FAFSA form chooses the right parent number from the drop-down menu. If you don't remember whether you were listed as Parent 1 or Parent 2, you can go back to the parent demographics section to check.

If you get an error saying that your FSA ID information doesn't match the information provided on the FAFSA form, here's what you should do. Note: This is often the result of mixing up the student and parent FSA ID.

We recommend signing the FAFSA form with an FSA ID because it's the fastest way to get your child's FAFSA form processed. However, if you and/or your child are unable to sign the FAFSA form electronically with an FSA ID, you can mail in a signature page. From the sign and submit page, select "Other options to sign and submit" and then choose "Print A Signature Page." Just keep in mind that your child's FAFSA form will take longer to process if you go this route.

If you have multiple children who need to complete the FAFSA form, you can use the same FSA ID to sign FAFSA forms for all of your children. You can also transfer your information into your other children's applications by choosing the option provided on the FAFSA confirmation page.

**YOU ARE FINISHED!!!!**