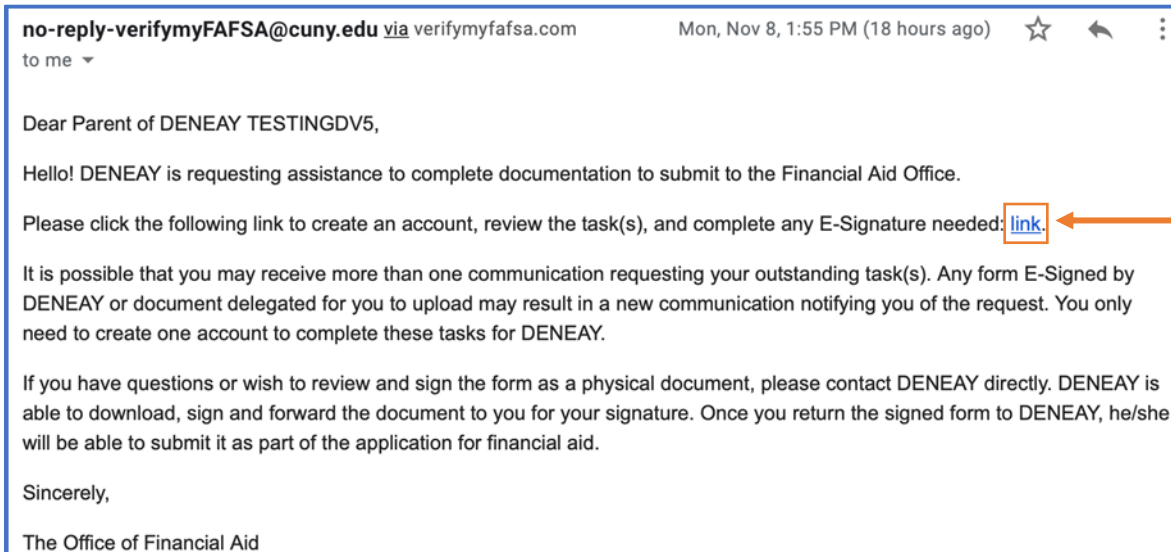


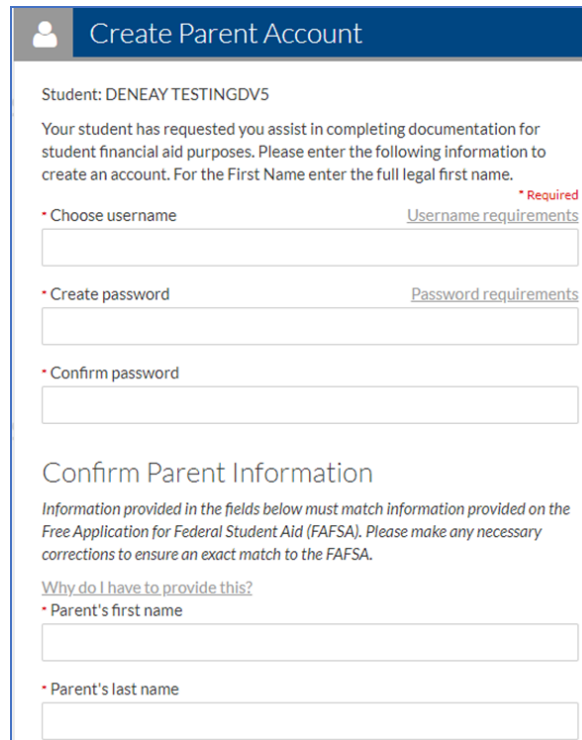
How the Parent Creates an Account & E-Sign


The student will first need to complete their portion of the form and submit prior to you completing and signing your part.

Step 1: You have received an email (no-reply-verifymyFAFSA@cuny.edu) to complete your part of the student's verification form. Please click on the [link in the email](#) to be directed to the CUNY Student Forms portal.



Step 2: Create a username, password and the parental information on the student's 22-23 FAFSA.



 **Create Parent Account**

Student: DENEAY TESTINGDV5

Your student has requested you assist in completing documentation for student financial aid purposes. Please enter the following information to create an account. For the First Name enter the full legal first name.

• Choose username [Username requirements](#)

• Create password [Password requirements](#)

• Confirm password

Confirm Parent Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

• Parent's first name

• Parent's last name

How the Parent Creates an Account & E-Sign

Step 3: View the pending task(s) that require the Parent's E-signature and click "Preview"

Note: You will be unable to edit the form for any *incorrect* information. Please **DO NOT** e-sign but inform the student to return to the Verification form using their account to make the necessary corrections. Once the student has edited the form, they will submit, to enable you to return and e-sign.

Parent E-Signature Forms

Welcome to the Parent E-Signature Portal for DENEAY TESTINGDV5's application for financial aid at Kingsborough Community College. You have been invited by DENEAY to E-Sign a form(s) required to complete the application.

Below is a list of the form(s) that require a parent signature. Click the "Preview" button by each form to complete the E-Signature process or view additional options. You must repeat the process for each form. If additional forms require a parent E-Signature, then a new email will be sent to the address received from DENEAY.

Contact DENEAY if you have any additional questions.

2022-2023

2022-2023 Dependent Verification Web Form Preview

Step 4: Preview the form, provide your password and click "E-Sign". If the form was completed accurately, input the password created into the E-sign password box and click E-Sign.

2022-2023 Verification Worksheet
Dependent Student

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Dependent Student's Information

TESTINGDV4 Student's Last Name	Cabe Student's First Name	87654321 Student's ID Number
(480) 555-1212 Student's Phone Number	01/01/2003 Student's Date of Birth	

Dependent Student's Family Information

List below the people in the parent(s)' household. Include:

1. You, the student.
2. Your parent(s) - for FAFSA purposes - (including a stepparent) even if the student doesn't live with the parents.
 - o If you need help knowing what parent(s) to list below click [here](#).
 - o If your parent(s) are unmarried/divorced/separated and do not live together, list just one parent (who you lived with the most).
 - o If your parents are married or remarried, list the parent who you lived with the most and his/her spouse.
 - o If your parents are unmarried and living together, list both parents.
3. The parents' other children if one of the following is true, regardless of where the child lives.

E-Sign Password: E-Sign

How the Parent Creates an Account & E-Sign

Step 5: Accept the Terms & Conditions of the E-Sign consent and confirm that the document has been accepted.

Terms and Conditions

Consent to Use of Electronic Signatures

Electronic Signatures

Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document.

"Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer.

By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this web site (the "Site"). You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account.

Document Signed

You have successfully e-signed the document. You will now be taken back to the document list.

OK

*****Please allow the Financial Aid Office few weeks of processing time.**