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.

![Email Example]

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

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

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