INSTRUCTIONS IF STUDENT IS SELECTED FOR VERIFICATION

1. Log into your myShip portal. Click on “Student”, “Paying for College”, and then under Financial Aid Links select “Financial Aid Home”.

![Image of myShip portal]

2. Select the appropriate aid year (e.g., 23-24 or 24-25), and under Student Requirements your Unsatisfied Requirements will show a list of necessary tasks to complete.

3. Click on "Verify", which will take you to https://ship.studentforms.com to view your Financial Aid tasks.
4. (If you click on “VERIFY” but are not directed to the link due to system failure just open up another tab and type https://ship.studentforms.com/). This will bring you to the myShip Single Sign-On.

5. First time users entering https://ship.studentforms.com/ will need to create an account by clicking the “Create Account” button. If the student previously created an account, skip to Step 9.
6. Make sure to pay attention to the Username and Password requirements.

7. In the First Name, Last Name, Date of Birth, and Social Security Number fields in the Confirm Student Information section, you must exactly enter the information as it appears on their FAFSA. Some information might be pre-populated however, you still should check to make sure all information is correct. You will not be able to create an account if the SSN has been flagged with the Social Security Administration when completing the FAFSA.
8. After you have created your account, you will receive an account confirmation email with a link to verify your email address. If you do not verify your email address, you cannot use the Forgot Username and Forgot Password links on the login page.

9. Once the account is created successfully, the student is redirected to the login screen to login. Enter your information and select login.

10. After student has logged into StudentForms they are taken to their financial aid task list.

11. Selecting anywhere on the task expands the task to provide the student additional information about the task. The student can select “read more” to expand the information about the task.
12. Within each task, the student has a step or steps to complete. These vary between web forms, requests, downloads, uploads and links.

- **Web forms** are forms that a student can fill out within StudentForms and sign electronically
- **Requests** are for the student to request the parent to sign a form electronically
- **Downloads** are forms the student cannot sign electronically where they need to print out the form, fill out and sign manually or have another person
- **Uploads** are steps to upload the requested documentation
- **Links** takes a student to an external website to complete a step
- **Steps with Options** are steps where the documentation required is determined by the option the student chooses from a dropdown menu
- **Submitting/Editing Tasks**

13. If everything looks correct, the student may choose to either E-Sign or opt out of E-Sign. If the student chooses to opt out of E-Sign Pin, they are required to download and print the form, manually sign and upload into StudentForms then submit. If the student chooses to E-Sign they will need to click on Create an E-Sign Pin.
14. The student creates a 5 digit number for a pin and confirms the 5 digit number. The student then selects create.

15. Once a pin has been created, the student is redirected to the review and sign screen. The student is able to enter their 5-digit pin created to E-Sign their document.

16. If the parent needs to review the document and E-Sign the student will need to click on the “Request” button.
17. The request parent E-Signature screen opens and the student must enter the parents’ email address (different than the student’s email address) and select the “Send Request” button.

18. The parent will receive the email containing a link to create an account if the student requests a parent E-Signature.

Student is requesting your E-Signature

finaid@ship.edu

Student@ship.edu

Dear Parent of STUDENT:

Hello! STUDENT has updated and E-Signed the 2020-2021 Dependent Verification Web Form while applying for financial aid at Shippensburg University. STUDENT is requesting your E-Signature to complete this form for submission to the Financial Aid Office.

To E-Sign this form, please click the following link to create an account, review the form, and complete the E-Signature: https://ship.studentforms.com/account/parentcreate

It is possible that you may receive more than one communication requesting your E-Signature. Each form E-Signed by STUDENT may result in a new
19. After the parent has created an account (view previous create account instructions for student) the parent has the opportunity to review the document by clicking on preview.

![Parent E-Signature Forms](image1)

20. If form is not approved, it lets the parent know if there are corrections needed, and the student must make the corrections.

If the parent is going to E-Sign they will have to create an E-Signature 5 digit pin to enter in the signature box.

- The parent will receive a success message once the E-Signature is applied
- The student will receive an email and/or text message after the parent has E-Signed the document.
  - The student will be able to Upload the E-Signed document into StudentForms.

![Document Preview](image2)

21. If the parent opts out of E-Sign and the student has previously E-Signed the document, they must go back in and opt out of E-Sign too. The student would need to select the fill out button to update the webform.
22. Students will click on “Review and Sign” to opt out of E-Sign.

![Dependent Verification Form for 2018/2019](image)

23. Follow the prompts until you come to the screen to change your opt out of E-Sign from NO to YES and then you will be able to download the document.

![Confirm opt out of E-Sign](image)

**Certification and Signatures**
Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.
The student and one parent must sign and date.

- Student's Signature: [signature]
  Date: [date]
- Parent's Signature: [signature]
  Date: [date]

Digital Matthews, the U.S. Department of Education,
Uploaded this form back on the site, using either your smartphone's camera or a scanner.

![Opt out of E-Sign](image)
24. Once the form is downloaded you will be able to print the document.

25. After the form has been printed, signed and dated an upload step is added to the students’ task. The student can now upload the document into StudentForms.
26. If the student and/or parent was required to file a tax return and did not link, the task will be added. You will be required to upload a copy of the Federal IRS Tax Return Transcript or a **SIGNED** copy of your Federal 1040.

27. Make sure you are completing all financial aid tasks required.
   - Once the student uploads an image or document, they are presented with a review screen to use their upload or discard and upload another file/image.

28. Once all the required tasks have been satisfied, the submit button will become enabled for you to **SUBMIT**! Submitting AND clicking the **FINISH** button completes the process!
   - Completed tasks are indicated with a check mark
   - Unfinished tasks show an open circle