INSTRUCTIONS IF STUDENT IS SELECTED FOR VERIFICATION

Log into the myShip portal. Click on Student, Paying for College, Financial Aid Requirements, and Select the Aid Year.

If you see “VERIFY” it will direct you to [https://ship.studentforms.com/](https://ship.studentforms.com/) to view your financial aid requirements.

- (If you see “VERIFY” but are not directed to the link due to system failure just open up another tab and type [https://ship.studentforms.com/](https://ship.studentforms.com/)).

[https://ship.studentforms.com/](https://ship.studentforms.com/) will bring you to the myShip Single Sign-On.
First time users entering https://ship.studentforms.com/ are required to complete the register account screen (see below).

Some information might be pre-populated however the student must match **FIRST NAME, LAST NAME, DATE OF BIRTH, & SOCIAL SECURITY NUMBER** exactly as it appears on their FAFSA in order for the account to be created. The student will not be able to create an account if the SSN has been flagged with the Social Security Administration when completing the FAFSA.

If the student previously created a username, they may enter the information and select login.
If this is the first time the student is visiting the site, they will need to create an account by clicking the “create account” button (see below).
After the student has created their account, they receive an account confirmation email with a link to verify their email address. If the student does not verify their email address they will not be able to use the “forgot username” or “forgot password” links on the login page in the future.

Once the account is created successfully, the student is redirected to the login screen to login.
After student has logged into StudentForms they are taken to their financial aid task list.

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.

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**

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.

The student creates a 5 digit number for a pin and confirms the 5 digit number. The student then selects create.

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.
If the parent needs to review the document and E-Sign the student will need to click on the “Request” button.

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.

Note: Student will not be able to edit any forms unless the parents’ E-Sign request is canceled.

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 communication notifying you of the request. You only need to create one account to E-Sign all of STUDENT’s forms.

If you have questions or wish to review and sign the form as a physical document, please contact STUDENT directly. The student is able to download, sign and forward the document to you for your signature. Once you return the signed form to the student, they will be able to submit it as part of the application for financial aid.
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.

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.

If the parent opts out of E-Sign and the student has previously E-Signed the document he must opt out of E-Sign too. The student would need to select the fill out button to update the webform.
Student will click on “Review and Sign” to opt out of E-Sign.

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.
Once the form is downloaded you will be able to print the document.

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.

**Dependent Verification Form**

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this web form.

**2018-2019 Dependent Verification Web Form**

<table>
<thead>
<tr>
<th>Download</th>
<th>Date Filled Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019 Dependent Verification Web Form</td>
<td>04/30/2018</td>
</tr>
</tbody>
</table>

- [Upload 2018-2019 Dependent Verification Web Form](#)
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.

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.

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