INSTRUCTIONS FOR COMPLETING FEDERAL VERIFICATION

1. Go to: https://alfredstate.verifymyfafsa.com
2. Login with your Alfred State Email credentials (username and password)
   • If this is the first time accessing your Alfred State email you must setup your email account before continuing:
     o Go to http://webmail.alfredstate.edu
     o Click OK
     o Enter your user name which is the first six letters of your last name followed by your first and middle initial (no spaces).
     o Your initial password is your birth date in MMDDYYYY format.
     o The first time you log in, you will be taken to a screen to change your password.
     o Your new password must be eight characters in length.
     o BE SURE TO SAVE YOUR NEW PASSWORD.
   • Go back to https://alfredstate.verifymyfafsa.com
   • Login with your Alfred State email Credentials
3. Create your student user profile (all requested information must match exactly how the FAFSA was filled out)
4. Complete requested online verification form
   • Please note that help text is available to the right of each task with 🎨 symbol. Hold your curser over the symbol and the help text will appear.
   • Click Fill out form
   • Fill in Demographics (first name, last name, phone number) and click Continue
   • Household Information
     a) Student information is automatically filled in
     b) Add any person that lives in the household who is supported greater than 50% by your parent(s) if dependent, or by you as the student if independent (Only add individuals who live in your household).
     c) Click Continue once household information is complete
   • Student Taxes – complete only if you as the student filed taxes
     a) Choose the option that describes the tax filing status of you as the student. If you filed taxes and choose to use the IRS Data Retrieval tool here and did not select that option when completing the FAFSA, you must login to the FAFSA at www.fafsa.gov and make the change.
     b) Click continue once this section is complete
   • Parent Taxes – Complete if you are applying for financial aid as a dependent of your parent(s)
     a) Choose the option that describes the tax filing status of your parent(s). If your parent(s) filed taxes and choose to use the IRS Data Retrieval tool here and did not select that option when completing the FAFSA, you as the student must login to the FAFSA at www.fafsa.gov and make changes.
     b) Click continue once this section is complete
   • Review and Sign
     a) Review the form and scroll down to the bottom to sign.
     b) You can opt in or out of e-sign. If you e-sign, your parent (if dependent) must e-sign as well.
        o If you opt out of e-sign, you must download and print the form.
           • You (and parent if dependent) will sign the form and upload it to the site by scanning to a computer or taking a picture with a phone
        o If you opt into e-sign, you will create 5-digit e-sign pin
           • Once pin is created, sign with new 5-digit pin
           • Dependent students should request the verification form be sent to the parent for review and e-signature by entering the parent email address

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Once your parent receives the email referenced above, your parent must create an account (all requested information must match exactly how FAFSA was filled out). Parent will create a username and password/pin in order to e-sign the form. Please note that if a parent has more than one student attending Alfred State College, the parent will need an account for each student attending.

- Your parent will get another email indicating that their email address must be verified and should follow the steps to do so.
- Your parent will then login to https://alfredstate.verifymyfafsa.com/account/parentlogin to review online verification form and e-sign with their password/PIN please note that the password/pin is the same password that they used to sign into the account, unlike the student's account.

- After your parent has completed the above steps, log back in to see if further information is needed. Upload any requested documentation to your verification account.
- Once all tasks are complete you will click Submit
- You must click Finish at the end so the information will be submitted for review. This step is very important. If Finish is not selected, the verification will remain pending.