INSTRUCTIONS FOR COMPLETING VERIFICATION

Here's a step-by-step guide for completing the FAFSA Verification process at Alfred State College:

1. Access the Student Portal

- Go to: my.AlfredState.edu.

- **Log in** with your username and network password. (For login assistance, contact the Help Desk at (607) 587-HELP or helpdesk@alfredstate.edu.)

2. Complete the Verification Form

- Select **Finances** and choose **"Complete Financial Aid Tasks"** on the **Financial Aid & Costs card** to **Register your Account** through Alfred State Student Forms. Ensure all information exactly matches your FAFSA details.

- Click **"Fill out form"** and enter your **Demographics** (first name, last name, phone number), then, click **"Continue"**.

- **Enter Household Information**: Confirm your information, which is pre-filled. Add any other household members (do not include those who don't live with you) and click **"Continue"**.

- **Enter Student Tax Information**: Choose the Student's tax filing status. If consent for direct IRS data sharing was not provided on the FAFSA, log back into the FAFSA at StudentAid.gov and provide this consent. Click **"Continue"**.

- **Enter Parent Tax Information (for Dependent Students):** Choose the Parent(s) tax filing status. If the Parent didn't give consent for direct IRS data sharing on FAFSA, they must log back into the FAFSA at StudentAid.gov and provide this consent. Click **"Continue"**.

7. Review and Sign the Form

- **Review** the form thoroughly. At the bottom, you can choose to **e-sign or opt out of e-sign**. If e-signing, both the Student and Parent (for dependents) must e-sign.

- **E-sign Instructions**:

    o The Student creates a **5-digit PIN** to e-sign. If dependent, the Student emails a request for the Parent to e-sign.

- The Parent receives an email, creates and verifies their account (matching FAFSA information), and uses their login password to e-sign.

- For Parent login, visit AlfredState.StudentForms.com/account/parentlogin. The Parent needs a separate account for each Student attending.

- **Opt-out of E-sign Instructions**:

  - If opting out, download and print the form for both Student and Parent (if dependent) to sign manually.

  - Upload the signed form to the Student's account by scanning it or taking a photo.

Need Help?

Complete FAFSA Verification in a timely manner to ensure your Federal Student Aid is applied to your semester bill before the due date. For assistance, contact the Student Records and Financial Services Office at **607-587-4253** (toll free **1-800-4-ALFRED**) or **sfs@alfredstate.edu**.