




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:**
 - Go to <http://webmail.alfredstate.edu>
 - Click OK
 - Enter your user name which is the first six letters of your last name followed by your first and middle initial (no spaces).
 - Your initial password is your birth date in MMDDYYYY format.
 - The first time you log in, you will be taken to a screen to change your password.
 - Your new password must be eight characters in length.
 - 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 cursor 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.
 - 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
 - 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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ALFRED STATE COLLEGE

Student Records & Financial Services • 10 Upper College Drive • Alfred, NY 14802

Email: sfs@alfredstate.edu • Fax: 607-587-4298 • Phone: 607-587-4253

- 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.