


## INSTRUCTIONS FOR COMPLETING THE VERIFICATION PROCESS:

1. Go to: <https://alfredstate.verifymyfafsa.com>
2. **Login** with Alfred State Email credentials (username and password)
  - **If this is the first time accessing 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 Alfred State email Credentials**
3. **Create** student user profile (all requested information **must** match exactly how FAFSA was filled out)
4. **Complete** requested online verification form
  - Click **Fill out form**
  - Fill in **Demographics** (first name, last name, phone number) – Continue
  - **Household Information**
    - a) Student information is automatically filled in
    - b) Add any person that lives in the household (do not add anyone that does not reside in household).
    - c) Click continue once household is complete
  - **Student Taxes**
    - a) Choose the option that describes the tax filing status of the student. *If the student filed taxes and chooses to use the IRS Data Retrieval, student **must** login to the FAFSA and make changes*
    - b) Click continue once section is complete
  - **Parent Taxes (If dependent)**
    - a) Choose the option that describes the tax filing status of the parent(s). *If the parent(s) filed taxes and chooses to use the IRS Data Retrieval, student **must** login to the FAFSA and make changes.*
    - b) Click continue once section is complete
  - **Review and Sign**
    - a) Student reviews form and scrolls down to the bottom to sign.
    - b) Student can either **opt in or out of e-sign**. If a student e-signs, the parent (if dependent) **must** e-sign as well.
      - If student opts **out** of e-sign, student must download form and print form.
        - Student (and parent if dependent) will sign form and must upload form by scanning it to the computer or taking a picture of it with their phone and uploading to site
      - If student chooses **into** e-sign, student will **create** 5-digit e-sign pin
        - Once pin is created, student will sign with new 5-digit pin
        - Dependent student sends email request to parent to review and e-sign verification form

- Once parent receives email, parent must create an account (all requested information **must** match exactly how FAFSA was filled out). Parent will have to 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.*
  - Parent will get another email indicating that their email address must be verified.
  - 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.*
- Student will now back in to see if further information is needed. Upload any requested documentation to your verification account. *Please note that help text is available to the right of each task with  symbol. Hover your cursor over the symbol and the help text will show up.*
- Once all tasks are complete student will click **Submit**
- Student must click **Finish** at the end so it will be submitted for the office to review