



Parent: E-Sign Request

After a student has e-signed their document, they are presented with a step to request parent signature.

Please note: The parent cannot create an account or view documents for e-signature until the student sends the e-signature request. If the parent is unable to create an account or does not see any documents to sign after logging into their account, check the student view tab for the task requiring e-signature to make sure the student has sent the request. If you see the text "Student has not initiated a signature request.", the student has not sent the request to the parent.

- The student selects the request button

 You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.



 Request

The request parent e-signature screen opens. The student must:

- Select which parent they would like to sign

- StudentForms only presents the parent(s) listed on the FAFSA for the e-signature request
- Parent must have passed the check with the SSA check with a value of 4 to be eligible for e-signature
- If parent does not pass the SSA check, the student does not have the option to send the request for e-signature to the parent
- If neither parent has passed the SSA check, the student would not be allowed to e-sign their document and must download, print, sign (both student and parent), and then upload back into StudentForms.
- Enter the parent's email address
- **Email must be different than student's email address**
- Confirm the parent's email address
- Select the Send Request button

Request Parent E-Signature

Please select a parent to request the parent E-Sign for the 2018-2019 Dependent Verification Web Form. Only parent(s) listed on the SAR will appear as an option.

* Required

Parent 1 - O DEPENDENT

Parent 2 - T DEPENDENT

* Parent's e-mail address

* Confirm e-mail address

Send Request Cancel

- Once the request has been sent to the parent, the student is not able to edit their form unless they cancel the request
- To cancel the request the student selects the cancel request button
- The student can edit their request by selecting the edit request button

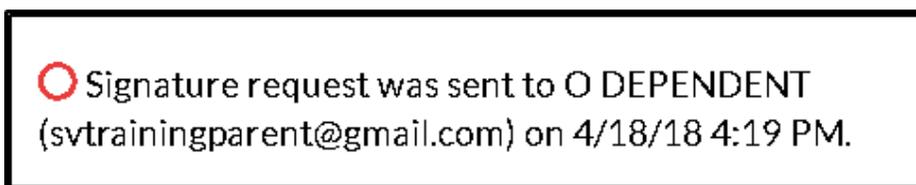
Please Note: If the student cancels the request, the parent is not able to create an account or able to see the document to e-sign until the student sends the request again.

You have requested a parent be emailed to E-Sign this form. If you wish to cancel this request at any time, click the "Cancel Request" button to the right.

Cancel Request

Edit Request

The school user is able to view the parent and email address to whom the signature request was sent to in the student view tab:



Please Note:

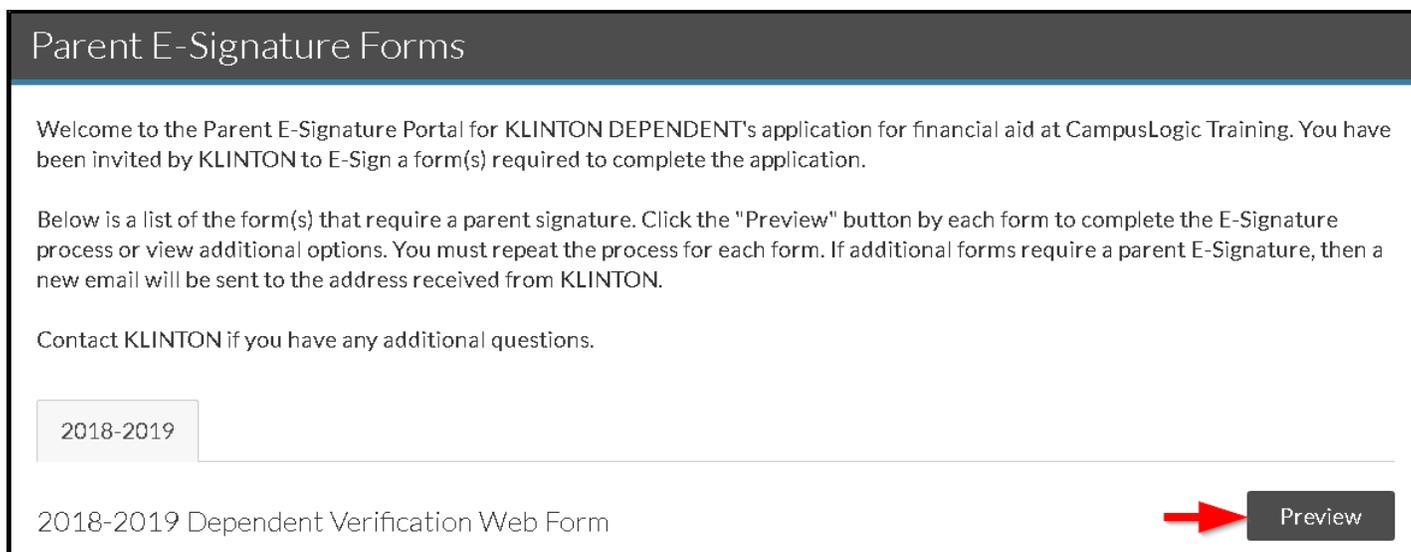
Only the parent that the student selects to send the request to is able to create an account or e-sign a document. i.e. if the student selects parent 1, only parent 1 is able to see the document to e-sign.

After the request is sent to the parent:

- The parent receives an email containing a link to create an account.
 - The school may want to review the parent e-sign request email to provide instructions for parents who have already created an account.
- After the parent clicks the link they are taken to the parent create account screen.

For more information on how a parent creates an account, please review the [Parent - Account Creation](#) article.

After a parent account is created or the parent logs in, the parent has the opportunity to review the document.



Parent selects the preview button

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2018-2019 Verification Worksheet
 Dependent Student

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be updated. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit them to the financial aid administrator at your school. Your school may ask for additional information or documents. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Form Not Approved
 By selecting this option, you acknowledge that you do not wish to E-Sign this form because you have found errors during review of the information on the form. If you wish to continue, contact the student so they may Cancel this E-Sign request, fix any errors, and resubmit the request for your E-Signature. If you have selected this option in error click E-Sign to complete your E-Signature.

Opt Out of E-Sign
 By selecting this option you acknowledge that you do not wish to E-Sign this form. If you wish to continue, contact the student so they may download the form and obtain your physical signature. If you have selected this option in error click E-Sign to complete your E-Signature.

Form Not Approved Button provides information if a correction to the form is required, the student must:
 1) Cancel e-sign request
 2) Edit webform
 3) Student e-signs
 4) Then resend for parent signature

Opt Out of E-Sign Button provides information if a parent does not want to e-sign, the student may not e-sign and requires the student to:
 1) Cancel e-sign request
 2) Edit webform to opt out of e-sign
 3) Student follows opt out of e-sign steps

Form Not Approved
 Student's Last Name: DEPENDENT
 Student's First Name: KLINTON
 Student's ID Number: ###-##-1910
 Student's Phone Number: (80) 555-1234
 Student's Date of Birth: 01/01/1998

Dependent Student's Family Information
 Number of Household Members: List below the people in your household. Include:
 • The student.

Form Not Approved **E-Sign Password:** [Yellow Highlight] **E-Sign** **Opt Out of E-Sign**

The form not approved and opt out of e-sign buttons are informational only.

- The form not approved, lets the parent know if there are corrections needed, the student must make the corrections.
- The opt out of e-sign button lets the parent know if they do not want to e-sign, their student must also opt out of e-sign.

If everything looks correct, the parent enters their password into the e-sign password box and selects the e-sign button.

The parent receives a success message once the e-signature is applied.

The student receives an email and/or text message after the parent has e-sign the document if messaging is