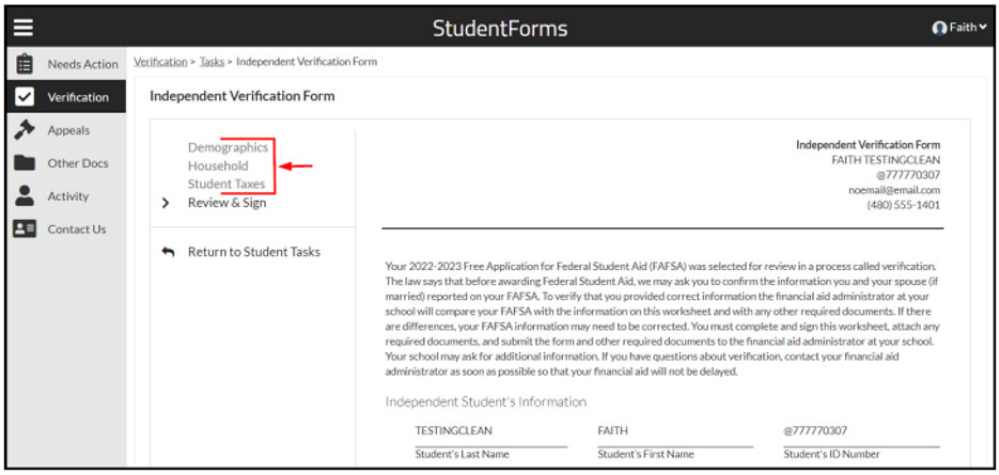
E-Sign PIN: How to create an e-sign PIN to sign forms

E-Sign a Web Form

After you have completed all of the sections on the web form, a preview of the document will be shown on the Review & Sign screen. Review the document PRIOR to e-signing the form. If corrections are needed, use the links on the left side of the screen to go to the section that needs changes.

When all information is correct, you will need to e-sign or sign your form with a pen.

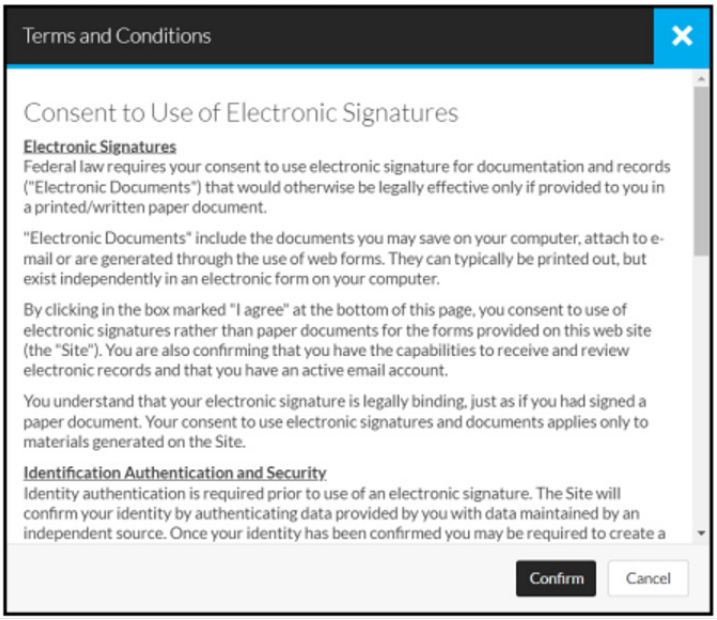


Consent to Use of Electronic Signatures

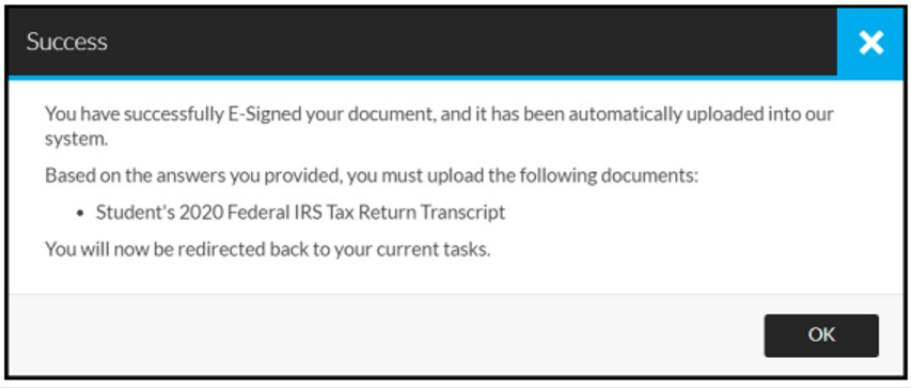
Accept: You accept the terms and conditions. This allows you to e-sign.

Cancel: This option will return you to the Review & Sign screen.

If you do not want to accept the terms and conditions, you may opt out of e-sign.



Once the form is e-signed you will receive a “Success” message that will notify you of any additional documents you are required to upload into the application. This documentation is based off of the information you provided in the web form. If you do not believe the request is correct, you must correct the information provided in the web form using the “Fill Out” button.



DEPENDENT STUDENTS: If you are a dependent student, the web form may require a parent signature.

Create an E-Sign PIN

The first time you e-sign a web form, you must create an e-sign PIN. You will always have the option to opt out of e-sign, print, sign and upload the form.

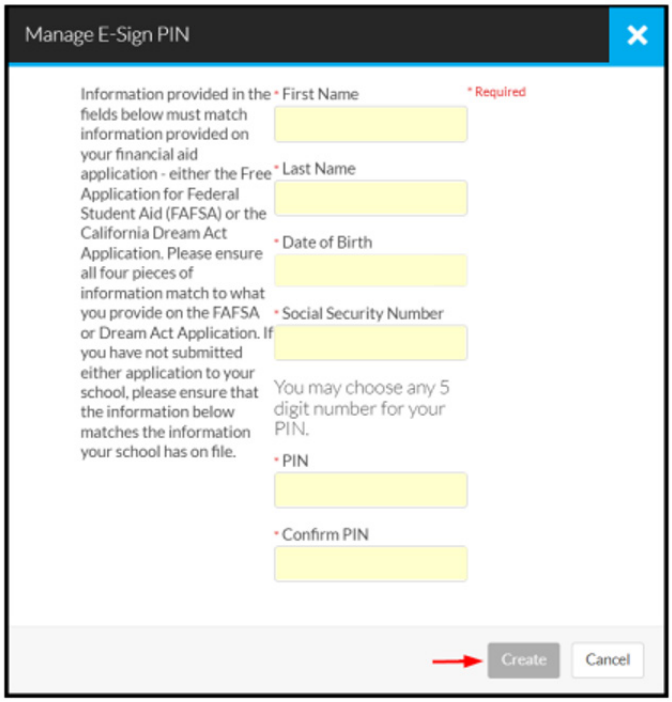
At the bottom of the “Review & Sign” screen, click on the “**Create my E-Sign PIN**” link.

You will be presented the “Consent to Use of Electronic Signatures.”
Agree to the terms and the “Manage E-Sign PIN” modal will populate.

Here you must provide the following information EXACTLY AS IT APPEARS on your FAFSA:

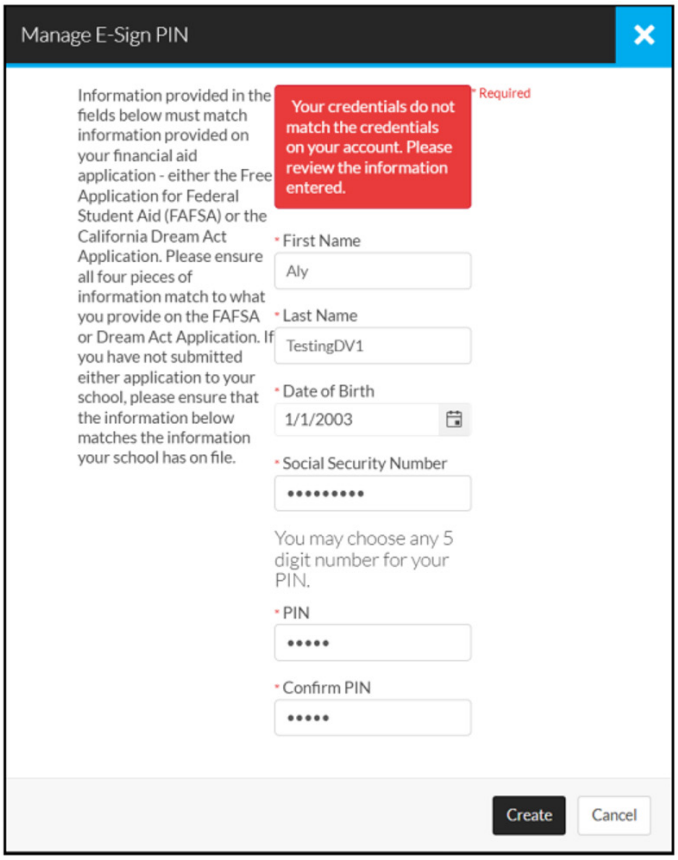
* First Name
* Last Name
* Date of Birth
* Social security number

Choose a 5-digit number for a PIN.
Confirm the 5-digit number.
Click the “Create” button.



You will be redirected to the “**Review & Sign**” screen with a confirmation message that the PIN has been created. You will now be able to enter this 5-digit PIN to e-sign your document.

(If the information does not match your FAFSA exactly, an error message will appear and the PIN will not be created.)



Reset an E-Sign PIN

If you forgot your e-sign PIN, you can reset it by selecting the "**Forgot your E-Sign PIN**" link above the e-sign box on the "**Review & Sign**" screen of the web form.

You are required to provide your identifying information as you did in the previous step to create your PIN.

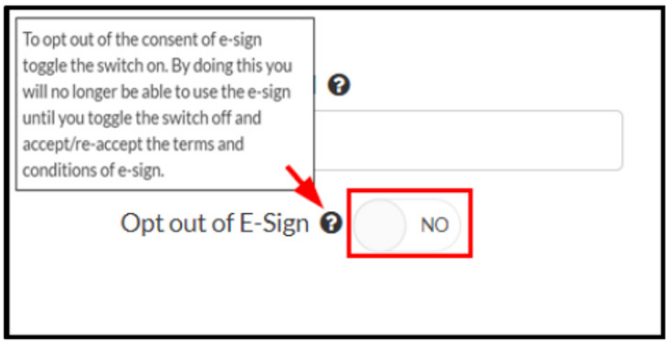
Select a new PIN, and then click the "**Reset**" button.

After your PIN has been reset, you will be redirected to the "Review & Sign" screen. Enter your 5-digit PIN to sign your document.

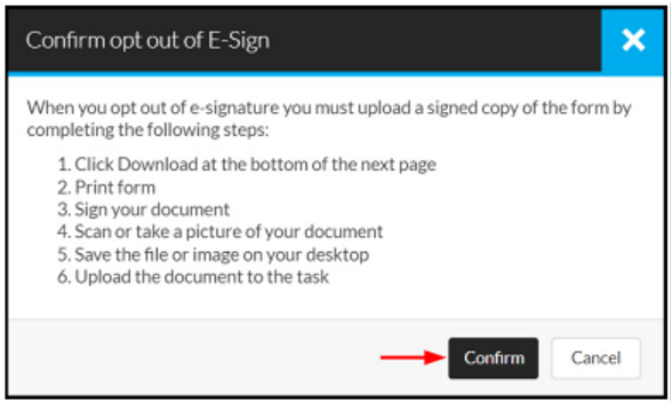
Opt Out of E-Sign

You will always have the option to opt out of e-signing a web form. If you opt out, you will need to print the form, sign it, and upload it back into the system.

Toggle the "**Opt out of E-Sign**" switch to "**on**." The "Confirm opt out of E-Sign" modal will appear.



Click on the "**Confirm**" button. This will change the "E-Sign" button to a "Download" button.



Click the "**Download**" button. You will be returned to the task list.

Parent E-Sign

If a dependent student needs a parent to sign a form, the student must request a signature from the parent. When the parent reviews and is ready to e-sign, the parent does not create a PIN. The parent will use the parent account password to e-sign the form.