



## CampusLogic Website for Financial Aid E-sign Instructions for Parents

Dependent students selected for verification need their parents to review and sign forms in the CampusLogic website for Financial Aid. Parents can e-sign the required forms, but they need to create an account.

When a student requests a parent to e-sign a document, the parent will receive an email that tells them that there are documents to sign and provides them with a link to log in or register. When the parent clicks on the link to create an account, they will be directed to the Secure Parent Log-in screen. Click the button that says - create account:

The parent is required to complete the following information:

- Preferred email
- Confirm email
- Choose username
- Create password
- Confirm password

The parent will need to confirm their information. This will also need to match the information that was provided on the aid application.

- Parent First name
- Parent Last Name
- Parent Date of Birth
- Parent Social Security Number

Confirm Parent Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

• Parent's first name  
[Redacted]

• Parent's last name  
Testing

• Parent's date of birth  
01/01/1968

• Parent's social security number  
\*\*\*\*\*

This information needs to match the parental information provided on the aid application.

Once the parent confirms their information, they will be asked to confirm their student's information. This information needs to match the aid application.

- Student first name
- Student last name
- Student date of birth
- Student social security number

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

• Student's first name  
[Redacted]

• Student's last name  
[Redacted]

• Student's date of birth  
01/01/1998

• Student's social security number  
\*\*\*\*\*

I accept the [privacy policy](#)

→ Create Account

After the information is entered in, the parent needs to review the privacy policy before clicking on the Create Account.

If the account creation is successful, the parent will be routed to the log-in page. The parent will receive an email asking them to confirm their email address. **THIS STEP IS IMPORTANT-** confirming the email address allows the parent to use the “forgot password” feature in the future, should it be forgotten. If the email is not confirmed, then the parent will need to call to have their password reset.

After logging in, the parent will be presented with the forms that need a signature. The parent should review the information the student put in the form.

Parent E-Signature Forms

Welcome to the Parent E-Signature Portal for [redacted] application for financial aid [redacted]. You have been invited [redacted] to E-Sign a form(s) required to complete the application.

Below is a list of the form(s) that require a parent signature. Click the "Preview" button by each form to complete the E-Signature process or view additional options. You must repeat the process for each form. If additional forms require a parent E-Signature, then a new email will be sent to the address received from [redacted].

Contact [redacted] if you have any additional questions.

2020-2021

2020-2021 Dependent Verification Web Form [Preview](#)

### Making updates to the form

If the information is not accurate, the parent can click on the "form not approved" button and the form will be sent back to the student to update.

### Opting out of e-sign

The parent can opt out of e-signing the form. If that is selected, both the student and the parent will need to provide signatures on the form.

### E-signing the form

If the parent approves the form, they can sign the form using the same signature they created during the log-in process.

Do not mail this worksheet to the U.S. Department of Education.  
Upload this form back on the site, using either your smartphone's camera or a scanner.

Form Not Approved | E-Sign Password: [input field] E-Sign | Opt Out of E-Sign

Secure Login

Username [input field] [Forgot Username?](#)

Password [input field] [Forgot Password?](#)

Login

Create Account

By using the site, you agree to the [Terms of Use](#).