

Creating and Using the FSA ID

What's an FSA ID?

The FSA ID is a username and password you use to log in to certain U.S. Department of Education websites, including fafsa.gov, StudentAid.gov, and StudentLoans.gov. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a *Free Application for Federal Student Aid* (FAFSA®) form and for the lifetime of your federal student loans.

How do I get an FSA ID?

Visit StudentAid.gov/fsaid to create an FSA ID. You'll need your Social Security number, full name, and date of birth. You'll also need to create a memorable username and password, and provide answers to some challenge questions so you can retrieve your account information if you forget it.

We strongly recommend that you provide a mobile phone number and email address when you make your FSA ID. Providing a mobile phone number and/or email address that you have access to will make it easier to unlock your account, retrieve your forgotten username, or reset your forgotten password.

Important: An email address and mobile phone number cannot be used with more than one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID. This applies to your mobile phone number too.

FSA ID Tips

- One of your parents might need an FSA ID as well. If you need to provide information about your parents on the FAFSA® form, one of your parents will have to sign the form. Your parent can create an FSA ID and then sign the FAFSA form electronically using that FSA ID. Not sure whether you'll need to put your parents' information on the FAFSA form? Check out StudentAid.gov/dependency. **Remember:** You should create your own FSA ID and your parent should create his or her own FSA ID. Also, make sure to use the correct FSA ID when signing the FAFSA form electronically.
- When you first create your FSA ID, all you'll be able to use your FSA ID for is to complete, sign, and submit an original (first-time) FAFSA form. You'll have to wait one to three days for your information to be confirmed by the Social Security Administration (SSA) before you can use your FSA ID for other actions, such as submitting a Renewal FAFSA form or signing a *Master Promissory Note*. If you provided an email address, then you'll receive an email letting you know that your information was successfully matched with the SSA and you can use your FSA ID for all of its purposes.
- If you forget your FSA ID username and password, look for links, such as "Forgot My Username" and "Forgot My Password," at the log-in pages of our websites. These links will direct you to web pages where you can request a secure code to be texted to your verified mobile phone number or emailed to your verified email address. The secure code will allow you to retrieve your username or reset your password. You can also retrieve your username or reset your password by successfully answering your challenge questions.

Learn more about the FSA ID at StudentAid.gov/fsaid. Find this fact sheet at StudentAid.gov/resources.

Lebanon County CTC -- Financial Aid Application Process

Students are required to complete their financial aid applications on-line. The school cannot determine your financial aid eligibility until your financial aid applications have been processed and verified if required, so, it is important to complete your applications **as early as possible**. Some FAFSA applications are flagged for a process called verification. If your application is flagged, additional information will be required by our office. You will be notified in writing of what documentation is needed and no financial aid will be processed until it is received and verified. Once you have completed and submitted your financial aid applications AND the Office of Financial Aid has received all required paperwork from you, our office will have everything required to determine your financial aid eligibility.

1. Gather required information for FAFSA application.

Before you begin completing the FAFSA application, you will want to gather the information required to apply. Listed below are some of the data items you will need in order to complete this application. You will be notified in writing if your application is flagged for verification.

- Your Social Security Number and your parents' Social Security number if you are providing parent information.
- Your driver's license number if you have one.
- Your Alien Registration Number if you are not a U.S. Citizen.
- Information on savings, investments, and business and farm assets for yourself, your spouse if you are married, and for your parents if you are providing parent information. When calculating investments, do not include IRA accounts or the home in which you live.
- Child Support Received or Paid

2. Complete your financial aid application requirements on-line at www.fafsa.gov and www.studentloans.gov.

Complete the 18-19 Free Application for Federal Student Aid (FAFSA).

School Code -- 016494

Go to www.fafsa.gov and select "Start a New FAFSA".

You must complete a FAFSA application in order to receive any federal assistance be it a Pell grant or a Federal Student loan that must be repaid. This FAFSA application step cannot be omitted. If you have never completed a FAFSA application in the past, or if you previously had a PIN number to that you used to sign your federal aid application, you will now be required to create a FSA ID prior to being able to complete your application. Instructions for creating a new FSA ID are located on the following page.

When completing the tax section of this application, it is highly recommended that you import and do not change your 2016 Tax Return information from the IRS. If you do not use the IRS Data Retrieval tool when completing your initial FAFSA application, you can return to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Complete Loan Entrance Counseling.

Log-in to the www.studentloans.gov website using the green "Log In" button located at the top right corner of the screen. Once signed in, select the Loan Entrance Counseling option and follow the on-screen prompts.

Complete a Master Promissory Note.

School Code – G23303

Log-in to the www.studentloans.gov website using the green "Log In" button located at the top right corner of the screen. Once signed in, select the Master Promissory Note option and follow the on-screen prompts.