## Step by Step Instructions to 'Opt-Out' of E-Sign

Step 1: Log into your Online FAFSA Verification account, and then click on the Dependent. Then click on 'Fill Out' to begin the 'Opt-Out' process.

Sandbox		Welcome! Below is the list of items the Financial Aid Office needs you to compl detailed list of requirements.	ete for the financial aid verification pro	cess. Click on any section to view the	Sandbox	
T	Step 1	Contact the Financial Aid Office with any questions.	Sandbox	Sandbox	1	Sand
x		You were selected for a process called verification. You will need to do so, you will need to complete this web form. Depending on you 2020-2021 Dependent Verification Web Form <b>9</b>	to verify certain information you report ır responses, you may see additional ste	ted on your application. In order to eps added to complete this section.	Step 2	
Sandbox				I Fill Out	Sandbox	
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#### Step 2: Complete each section of the worksheet and review all the information is correct.



Step 3: In the 'Review & Sign' section you will have the option to 'Opt-Out'



# Step 4: Scroll towards the bottom of the form, and you will see the option to 'Opt-Out' will indicate No. To 'Opt-Out click' in the box



Step 5: The Opt-Out section will now indicate 'Yes'. The instructions to submit the form will become available. After reading the instructions click on 'Confirm'

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andbox		Sandbox	When you opt out of e-signature completing the following steps: 1. Click Download at the bottom 2. Print form 3. Sign your document 4. Scan or take a picture of your 5. Save the file or image on your 6. Upload the document to the tak	you must upload a signed copy of the form of the next page document desktop isk	t to the financial aid add	Date Sandbox ninistrator at your school.	Sandbox estinf
x		ndbox	After reading instruction click 'Confirm'	S Confirm Cance		Opt out of E-Sign <b>O</b> YES	
andbox		Sandbox	←Back 58 <sup>r</sup> Sandbox v	The option will now c	hange to 'Yes' /	E-Sign	

## Step 6: To sign the form click on 'Download'



### Step 7: The form will become available to download as a PDF document.

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Step 8: Student and Parent will BOTH need to provide a 'Wet Signature'. Parent and student have to have the same type of signature.

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Image: Certification and Signatures   Each person signing this worksheet certifies that all of the information reported on it is complete and correct. WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.   The student and one parent must sign and date.   Student's Signature   Parent's Signature   Parent's Signature   Date 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.	Home	Tools	webform (1).pdf ×								Subscri	be 🦉	: (?)	, È	6
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Step 9: After the form has been signed by both student and parent the form can be uploaded. To upload the form click on 'Upload'

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