Once the student has filled out the Verification Worksheet an email will be sent to the parent with information and a link to sign the worksheet. The email will appear in the parent's inbox as follows:

| | 2022-2023 Federal Student Aid Verification Worksheet (Dependent) - Signature Request D Inbox 🛛 🖨 🛽 | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|
| • | do.not.reply@forms.maricopa.edu 1:13 PM (28 minutes ago) ☆ ∽ ⋮ to me ◄ | | | | | | | | | |
| | You are receiving this e-mail because needs your help in completing the 2022-2023 Federal Student Aid Verification Worksheet (Dependent) for Financial Aid. Once you log in or create a new account (if this is your first time) you will review the information has input on the form. | | | | | | | | | |
| | NOTE: Once logged in, please proceed to Pending / Draft Forms, scroll down to the Forms you need to complete section and click Complete the Form link to cosign this form. | | | | | | | | | |
| | Please review the people listed in your household. Be sure that you provide more than 50% of the support for everyone that is listed in your (parent) household between July 1, 2022 to June 30, 2023 on the worksheet. | | | | | | | | | |
| | If you have individuals in your household that you are not financially supporting, do NOT list them in your household. | | | | | | | | | |
| | Warning: Incorrect or misreported household information can cause issues or delays to your financial aid. If updates are needed to the form you will need to reject the form back to the student as you will not have access to update the form. If you are satisfied with the form you will be directed to provide an electronic signature. | | | | | | | | | |
| | Click here to complete your section of the form. | | | | | | | | | |
| | Click here if you are having trouble applying your signature to Eform. | | | | | | | | | |
| | Thank you, | | | | | | | | | |
| | Maricopa Community Colleges | | | | | | | | | |
| | PLEASE NOTE: This message was automatically generated. Please do not respond to this email address: it is used only by an automated system and is not monitored for responses. | | | | | | | | | |

Once the parent clicks the link they will need to create an account if one has not already been created.

Please keep in mind that if your parent has a Maricopa email address they will not be able to use it to make an account, so they will need to use another personal email account that they have access to.

After filling out the information to create an account they will receive a confirmation email containing a link to activate their account.

Once the parent has signed the Verification Worksheet, the student will receive an email Confirmation and will appear in the student's email inbox as follows.

| | Dynamic Forms: Co-Signature Update Inbox × | | 8 | Z |
|---|---|-------------------------|---|---|
| D | do.not.reply@forms.maricopa.edu | 1:40 PM (0 minutes ago) | 4 | ÷ |
| | has completed their portion of the 2022-2023 Federal Student Aid Verification Worksheet (Dependent) form. | | | |
| | Please visit your Dynamic Forms home page by clicking here. | | | |
| | | | | |
| | Reply rorward | | | |

If you want to check to see if a parent signature is still needed, log into Eforms by <u>clicking here</u>.

Use your Maricopa MEID and Password to log in.

| Log In |
|--|
| To access the system, enter your MEID and password below. |
| Please enter your MEID |
| Password |
| Log In |

Any forms in pending status that require parent signature will show "Pending" next to the form.

| Pending / Draft Forms | | | | | | |
|--|---------|-------------|---|-----|------|----------|
| Form Name | Status | Description | Date | PDF | HTML | Action |
| 2022-2023 District FA Document Upload Form | Draft | Started By: | Last Saved: 9/26/2022 1:29:08 PM | 白 | | Action + |
| 2022-2023 Student Income Worksheet (Dependent) | Draft | Started By: | Last Saved: 9/26/2022 1:28:10 PM | 凶 | | Action + |
| 2022-2023 Parent Income Worksheet New | Draft | Started By: | Last Sevedi 9/26/2022 1:27:54 PM | 凶 | | Action + |
| 2022-2023 Federal Student Aid Verification Worksheet (Dependent) | Fending | Started By: | Signature Request Date: 9/23/2022 1:13:00 PM | 凶 | | Action • |

Click on "Action" and then "Manage Co-Signers".

| PDF | HTML | Action | | |
|----------|-------------------|----------|--|--|
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| rta. | Manage Co-Signers | | | |
| <u>~</u> | Vie | w PDF | | |
| | Vie | w Html | | |
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Lastly click on "Actions" and then "Re-send Notification" to send a reminder email to parent.

| ick the <mark>Ed</mark> it Cosi | igner action to edit/cl | hange your co-signer(s) infor | rmation | | | | |
|---------------------------------|-------------------------|---|------------------|-------------|--------------|-------------------------|-----------------|
| ick the Re-send | Notification action to | re-send a notification to yo | ur designated co | o-signer(s) | | | |
| st Name | Last Name | Relationship | Email | Esigned | Esigned Date | Last Notified | Action |
| | - | Parentnt></font | | No | | 9/28/2022 4:48:01 PM | Actions - |
| | | | | | | Re-ser | nd Notification |
| | | | | | | | |
| | | nt> | | | | Ed Re-ser | it Cos nd No |