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### ***With Verify My Application, you will be able to:***

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- Complete financial aid forms on your phone, tablet, or computer
- Securely upload documents from any device
- E-sign documents – both you and your parents!
- Manage your financial aid tasks online
- Receive automated reminders about outstanding tasks and document review

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### ***How will I know if I have requirements to complete with Verify My Application?***

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You will receive an “Unsatisfied Financial Aid Requirements” email notification (sent to your college zonemail), with instructions to log in to CLASS-Web to review and complete your unsatisfied financial aid requirements.

If you have a “**Verify My Application**” unsatisfied requirement, you will need to complete the verification requirements through Verify My Application. Clicking on the requirement will automatically direct you to the Verify My Application webpage.

You may have additional non-verification requirements in CLASS-Web that you will also need to complete!

## Student Account Creation

The first time you click on **Verify My Application** in CLASS-Web, you will be required to create an account.

*You will only have to do this one time.*

Once your account is created, you can access **Verify My Application** automatically each time you log in to CLASS-Web.

Click Create Account

Enter ALL required information

### Helpful Tip!

*You can use any email address you choose as your Preferred Email*

Example: *lpcstudent@gmail.com* or *lpcstudent@zonemail.clpccd.edu*

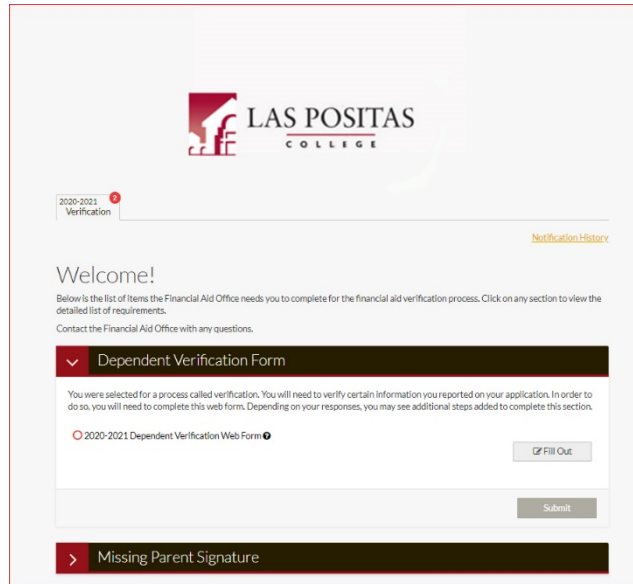
**You will be opted in to receive SMS text messages from the Financial Aid Office if you provide a cell phone #.**

## Verification Tasks Page

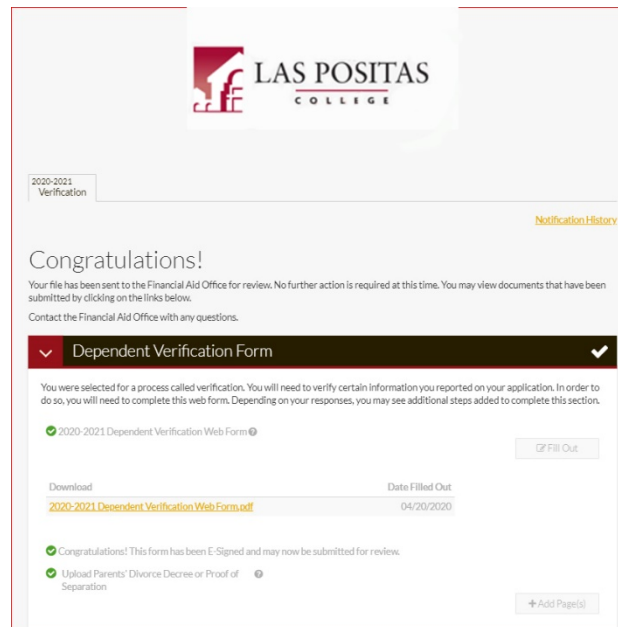
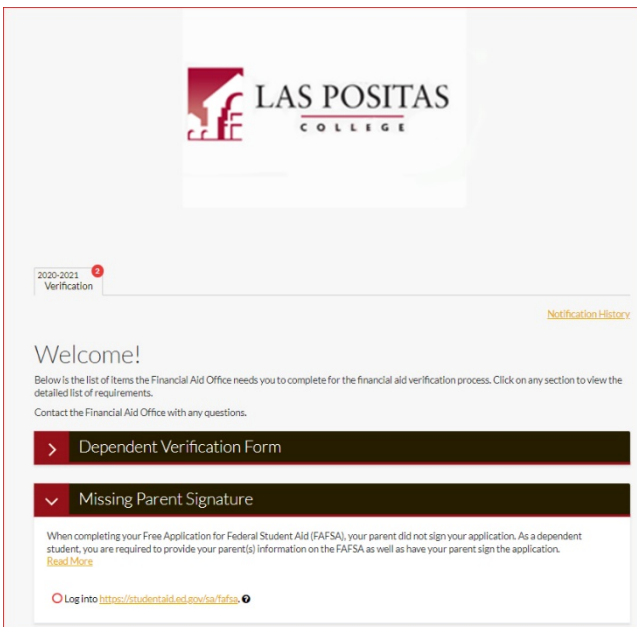
The Student Tasks page lists the items the Financial Aid Office needs you to complete for the verification process.

Click on each arrow to review and complete your tasks.

(Screen shots shown are examples used for instructional purposes only)



Some tasks will require you to fill out information, while others may ask you to upload documents (such as a tax return transcript). You may even be instructed to log back into your FAFSA to make necessary corrections.



**CLICK THE SUBMIT BUTTON (at the bottom of the task page) to submit your completed tasks to the Financial Aid Office.**

- The message at the top of your tasks page will update to show the current status of your file.
- You will receive at your preferred email address: 1) Reminder Notifications, 2) Account Creation Notifications, and 3) File and Document Review Notifications from **NoReply@laspositascollege.edu**. The email could go to your junk or spam folder – so please check your spam folder for notifications from **NoReply@laspositascollege.edu** and add this sender to your contact list.

## E-SIGN for Independent Students

With Verify My Application, you have the ability to electronically sign (e-sign) your Financial Aid documents, instead of having to print them out and sign them.

### Create a PIN

The first time you use E-Sign, you will be required to Create a PIN and Accept Terms & Conditions.

### Create a 5-digit PIN

**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 \_\_\_\_\_ Date \_\_\_\_\_

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.*

E-Sign PIN  
Create my E-Sign PIN

Opt out of E-Sign  
 NO

Back E-Sign

### Accept Terms and Conditions

**Terms and Conditions**

Consent to Use of Electronic Signatures

Electronic Signatures

Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document.

"Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer.

By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this web site [the "Site"]. You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account.

You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies only to materials generated on the Site.

Identification Authentication and Security

Identity authentication is required prior to use of an electronic signature. The Site will confirm your identity by authenticating data provided by you with data maintained by an independent source. Once your identity has been confirmed you may be required to create a Personal Identification Number [E-Sign PIN] for the Site. You should keep your username, password, and E-Sign PIN information

**Once the form has been correctly filled out enter your pin in the e-Sign box and then select the e-sign button.**

- You have the option to opt out of E-Sign. Doing so will require you to **print the form, sign, and upload it** back into the system. Once, you opt out of e-sign, the E-Sign button changes to a download button
- If you need to make any changes to a document before signing, you can do so by selecting the section links on the left side of the screen (you cannot make changes while in the Review & Sign screen).

Demographics  
Household  
Parent Taxes  
➤ Review & Sign

- If you have forgotten your e-sign pin, you can reset it by selecting the **Forgot my E-Sign PIN** link above the e-sign box on the review and sign screen of the web form.

## E-SIGN for Dependent Students

With Verify My Application, you AND your parent both have the ability to electronically sign (e-sign) your Financial Aid documents, instead of having to print them out and sign them.

### Student Signature

**Note: Student and parent *both* have to use E-Sign OR they both have to upload a signed hardcopy of a document (the student cannot choose one option and the parent another).**

### Create a PIN

The first time you use E-Sign, you will be required to 'Create a PIN' and 'Accept Terms & Conditions.'

#### Create a 5-digit PIN

**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 \_\_\_\_\_ Date \_\_\_\_\_

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.*

E-Sign PIN  
Create my E-Sign PIN

Opt out of E-Sign  
 NO

Back E-Sign

#### Accept Terms and Conditions

**Terms and Conditions**

**Consent to Use of Electronic Signatures**

Electronic Signatures

Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document.

"Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer.

By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this web site [the "Site"]. You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account.

You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies only to materials generated on the Site.

Identification Authentication and Security

Identity authentication is required prior to use of an electronic signature. The Site will confirm your identity by authenticating data provided by you with data maintained by an independent source. Once your identity has been confirmed you may be required to create a Personal Identification Number [E-Sign PIN] for the Site. You should keep your username, password, and E-Sign PIN information

**Once the form has been correctly filled out, enter your pin in the e-Sign box and then select the e-sign button.**

- You have the option to opt out of E-Sign. Doing so will require you to print the form, sign and upload it back into the system. Once, you opt out of e-sign, the E-Sign button changes to a download button.
- If you need to make any changes to a document before signing, you can do so by selecting the section links

Demographics  
Household  
Parent Taxes  
Review & Sign


on the left side of the screen (you cannot make changes while in the Review & Sign screen).

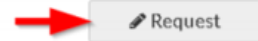
- If you have forgotten your e-sign pin, you can reset it pin by selecting the Forgot my E-Sign PIN link above the e-sign box on the review and sign screen of the web form.

## E-SIGN for Dependent Students (continued)

### Parent's Signature

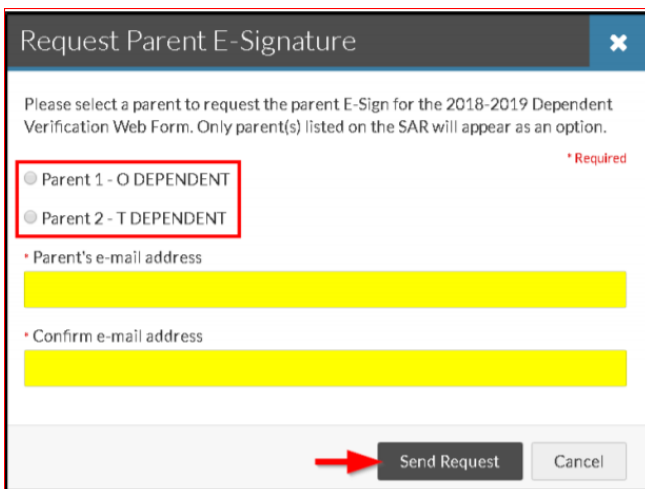
After you (the student) E-sign, you will be presented with a step to request your parent's signature.

 You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.



Select the parent that you want to send an email request to review and sign your completed documents.

### Helpful Tips!



- Only the parent that you send the request to, will be able to create an account and E-sign documents.
- The parent you select must have passed the SSN match on your FAFSA, or you won't be able to send that parent a request.
- If neither parent passed the SSN match, you will not be able to use E-Sign.
- The parent's email address cannot match the student's.

Once your request is sent, your parent will receive an email containing a link to create an account.

[See Instructions for Parent Account Creation](#)

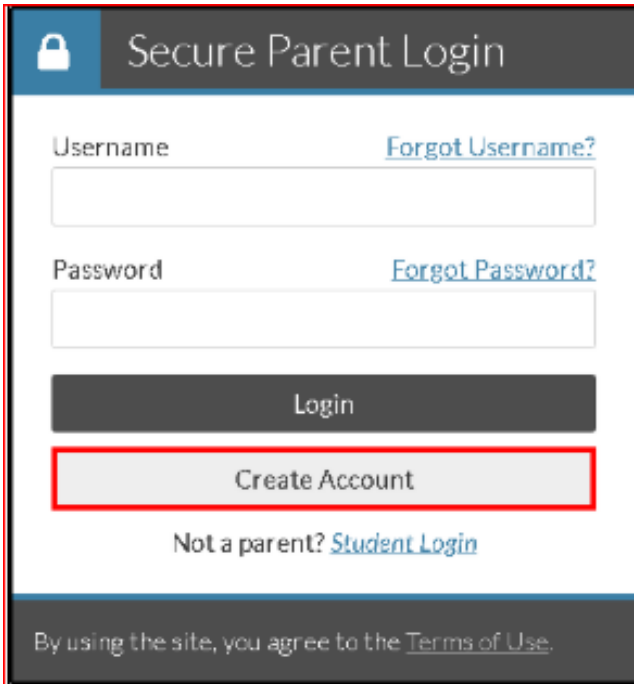
### Canceling or editing your request to your parent

Once your request is sent to your parent, you can no longer edit your document unless you cancel the request. To cancel, select the cancel request button. If you need to edit your request, select the edit request button. **Please Note:** If you cancel the request, your parent will not be able to create an account or be able to see the document to e-sign until you send the request again.

## Parent Account Creation

Parent, you should have received an email request from your student asking you to review and sign your student's completed financial aid documents. **Click on the link provided in the email so that you are taken directly to the create account screen.**

### Click Create Account



**Secure Parent Login**

Username [Forgot Username?](#)

Password [Forgot Password?](#)

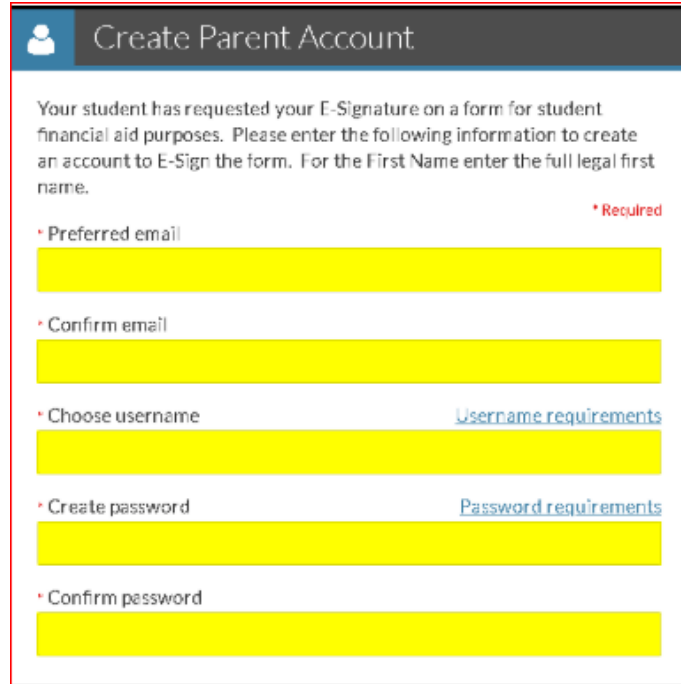
Login

**Create Account**

Not a parent? [Student Login](#)

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

### Enter ALL required information

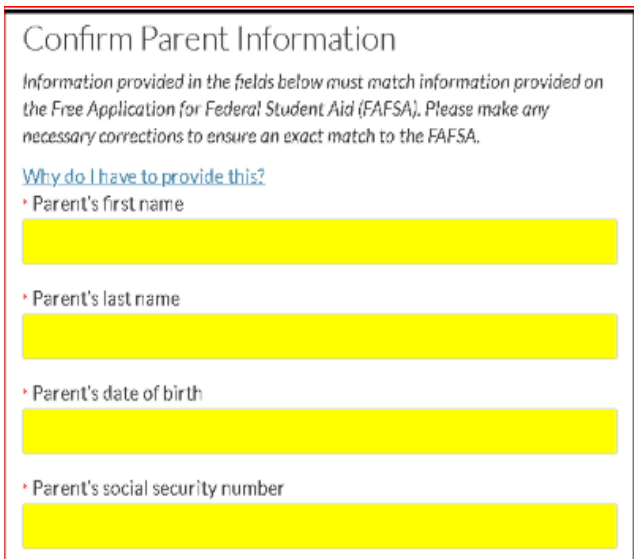


**Create Parent Account**

Your student has requested your E-Signature on a form for student financial aid purposes. Please enter the following information to create an account to E-Sign the form. For the First Name enter the full legal first name.

- \* Preferred email \* Required
- \* Confirm email
- \* Choose username [Username requirements](#)
- \* Create password [Password requirements](#)
- \* Confirm password

### Confirm Parent and Student Information

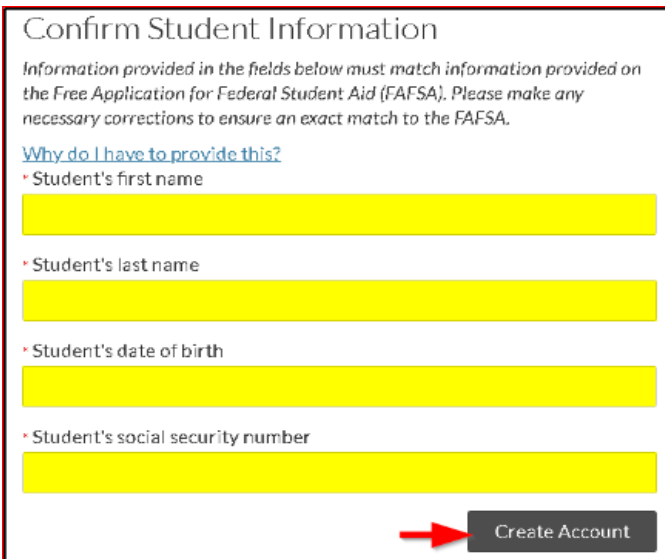


**Confirm Parent Information**

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
- \* Parent's last name
- \* Parent's date of birth
- \* Parent's 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
- \* Student's last name
- \* Student's date of birth
- \* Student's social security number

 **Create Account**

After you create an account, you will have the opportunity to preview and sign the document.

[See instructions for Parent E-Sign](#)

### Helpful Tips for Parents!

- If you have more than one student attending Las Positas College, you must create an account for each student (your username must be different for each account created).
- You cannot create an account or view documents for e-signature until the student emails the e-signature request to you.

## E-SIGN for Parent

Parent, after you have created the account and logged in, you will have the opportunity to preview the document in the Parent E-Signature portal:

### Select the Preview button


Parent E-Signature Forms

Welcome to the Parent E-Signature Portal for KLINTON DEPENDENT's application for financial aid at CampusLogic Training. You have been invited by KLINTON 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 KLINTON.

Contact KLINTON if you have any additional questions.

2018-2019

2018-2019 Dependent Verification Web Form 

### E-Sign Password:

If everything looks correct, you can enter your password (created during account creation) into the e-sign password box and select the e-sign button.

You will receive a success message once the e-signature is applied. Your student will receive an email and/or text message after you e-sign the document.



Document Preview

2018-2019 Verification Worksheet  
Dependent Student

aining  
j

(602) 643-1380  
Support@campuslogic.com

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Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit them to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid award is not delayed.

**Form Not Approved**

By selecting this option, you acknowledge that you do not wish to E-Sign this form because you have found errors during review of the information on the form. If you wish to continue, contact the student so they may Cancel this E-Sign request. Fix any errors, and resubmit the request for your E-Signature. If you have selected this option to enter click E-Sign to complete your E-Signature.

OK

**Opt Out of E-Sign**

By selecting this option you acknowledge that you do not wish to E-Sign this form. If you wish to continue, contact the student so they may download the form and obtain one physical signature. If you have selected this option to enter click E-Sign to complete your E-Signature.

OK

**Dependent Student's Information**

DEPENDENT Student's Last Name      KLINTON Student's First Name      #####-##-1910 Student's ID Number

80) 555-1234 Student's Phone Number      01/01/1998 Student's Date of Birth

**Dependent Student's Family Information**

Number of Household Members: List below the people in your household. Include:

- The student.

     E-Sign Password:            

### Form Not Approved:

Only click this button if you do not approve of the information on the form. This will let your student know there are corrections needed. Your student will have to edit the form and resend for parent signature.

### Opt Out of E-Sign

Only click this button if you do not want to e-sign the document. If you opt out of e-sign, your student must also opt out of e-sign, and will have to follow opt out of e-sign steps.