

## **FSA ID Completion Instructions**

*Before starting please make sure you have a valid social security number in order to create an FSA ID.*

Students who will be filling out the FAFSA **need** an FSA ID to electronically sign the FAFSA.

To create an FSA ID go to **fsaid.ed.gov**

You will be prompted to create an FSA ID. Make sure to have an email other than a school email which will expire. Don't have an account? Make a Gmail or yahoo account.

Type in your email, and make sure you enter it correctly. *You will need to access your email at the end.*

**Make a username:** As a tip try using the first part of your email as a username.

Ex: Email: **janedoe1@gmail.com** → username: **janedoe1**

**Password:** Make sure all the check marks below the box turn green. Your password **cannot** contain your name, birthday, or social security number. Click the **show text box** to make sure you typed in correctly.

**Write your username and password down in a secure location and/or take a picture of the page.**

### **PERSONAL IDENTIFICATION INFORMATION**

1. Enter your SSN. Click the show text box to **double and triple check** that you entered it correctly.
2. Enter your Date of Birth.
3. Enter your First Name, Middle Initial (*If applicable*), and last name the way it is written on your social security card.

### **PROFILE INFORMATION**

Scroll down to where it says "*mailing address.*" Enter your home address, city, state, and zip code.

"Would you like to register your phone number..." → This is optional but highly recommended to help recover your password if forgotten.

Enter your phone number. You can skip the alternate phone number option.

### **CHALLENGE QUESTIONS & ANSWERS**

You will be prompted to select four challenge questions. Make sure they are questions to which you will not forget the answers.

### **REVIEW YOUR INFORMATION**

Verify that all your information is correct. If you see any mistakes, make sure to enter the correct information. Once, everything is correct, select the box at the bottom and continue.

### **VERIFY**

A secure code will be sent to your phone if you registered your cellphone number. Then, a secure code will be sent to the email you entered on the first page. Log in to your email and enter the secure code to verify your account.

**CONGRATULATIONS! You have created your FSA ID.**