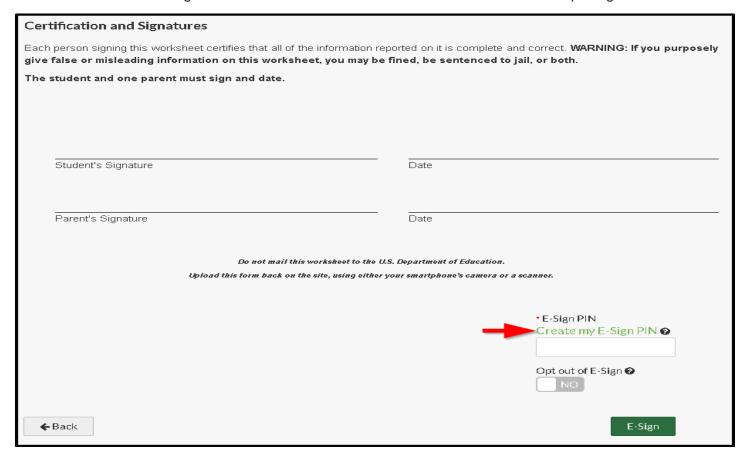# Step by Step Instructions: Creating PIN Student

The first time you (the student) E-Signs a web form, you must create an E-Sign PIN to sign electronically.

The option to opt out of E-Sign is available. The form will then become available to Download, Print, and Sign. Once the form is signed it will have to be uploaded to Student Forms using the "Upload" button.

To begin the E-Signature click on the "**Create my E-Sign PIN**".
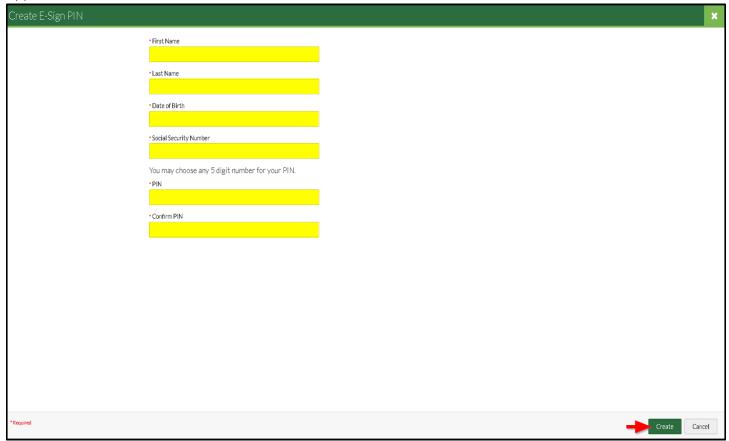
The link to create the E-Sign PIN is found at the bottom of the form the student is completing.

After clicking on "Create my E-Sing PIN" you (the student) will be prompted to enter:

- First Name
- Last Name
- Date of Birth
- Social Security

The information entered MUST match information exactly as it was entered on the FAFSA/ CA Dream Application. Same as when the account was created.

Create E-Sign PIN

* First Name

* Last Name

* Date of Birth

* Social Security Number

You may choose any 5 digit number for your PIN.
* PIN

* Confirm PIN

*Required

Create   Cancel

You (the student) will then create a 5 digit number that will be used as your PIN. You will need to confirm the PIN number created. Please write down and or save the PIN number created as it will remain the same for each academic year.

Once the PIN has been created you will be redirected back to the form being completed. You will now be able to enter your 5 digit PIN created. The link "Create my E-Sign PIN" will now change to "Forgot your E-Sign 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
Forgot your E-Sign PIN?
❓

Opt out of E-Sign ❓
NO

← Back   E-Sign