

Step by Step Instructions: Sending E-Sign Request to Parent

After a Dependent Student has E-Signed their form, they are presented with a step to email their parent and request a parent signature on their form.

The parent cannot create an account or view documents ready for E-Sign until the student sends the E-Sign request email.

○ 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.



If the parent is unable to create an account or does not see any documents to sign after logging in, check the 'Student View' tab for the task requiring E-Sign to verify the student has sent the email request.

If you see "**Student has not initiated a signature request**", the student has not sent the email request to the parent. The parent will not be able to E-Sign until the student sends the email request.

After the student selects "**Request**". The student will then select to which parent they will send the email requesting an E-Signature.

Request Parent E-Signature ✕

Please select a parent to request the parent E-Sign for the 2018-2019 Dependent Verification Web Form. Only parent(s) listed on the SAR will appear as an option.

*** Required**

Parent 1 - O DEPENDENT

Parent 2 - T DEPENDENT

*** Parent's e-mail address**

*** Confirm e-mail address**



The student will then select one parent to send the request to. Please note the parent(s) that appear for the student on the request are the parent(s) that were included on the FAFSA application.

- Parent must have passed the check with the SSA check with a value of 4 to be eligible for e-signature.
- If parent does not pass the SSA check, the student does not have the option to send the request for e-signature to the parent
- If neither parent has passed the SSA check, the student would not be allowed to E-Sign their document and must download, print, sign (both student and parent), and then upload the form.

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Request Parent E-Signature

Please select a parent to request the parent E-Sign for the 2018-2019 Dependent Verification Web Form. Only parent(s) listed on the SAR will appear as an option.

* Required

Parent 1 - O DEPENDENT

Parent 2 - T DEPENDENT

* Parent's e-mail address

* Confirm e-mail address

Send Request Cancel

The student will select one parent and enter the parent email address. **The email address for the parent cannot be the same as the student's email address.** The student will then confirm the parent email address and click **"Send Request"**

After the request has been sent to the parent, the student cannot edit their form unless they cancel the request for a parent E-Signature.

To cancel the request the student selects **"Cancel Request"**

The student can edit their request by selecting **"Edit Request"**

You have requested a parent be emailed to E-Sign this form. If you wish to cancel this request at any time, click the "Cancel Request" button to the right.

Cancel Request

Edit Request

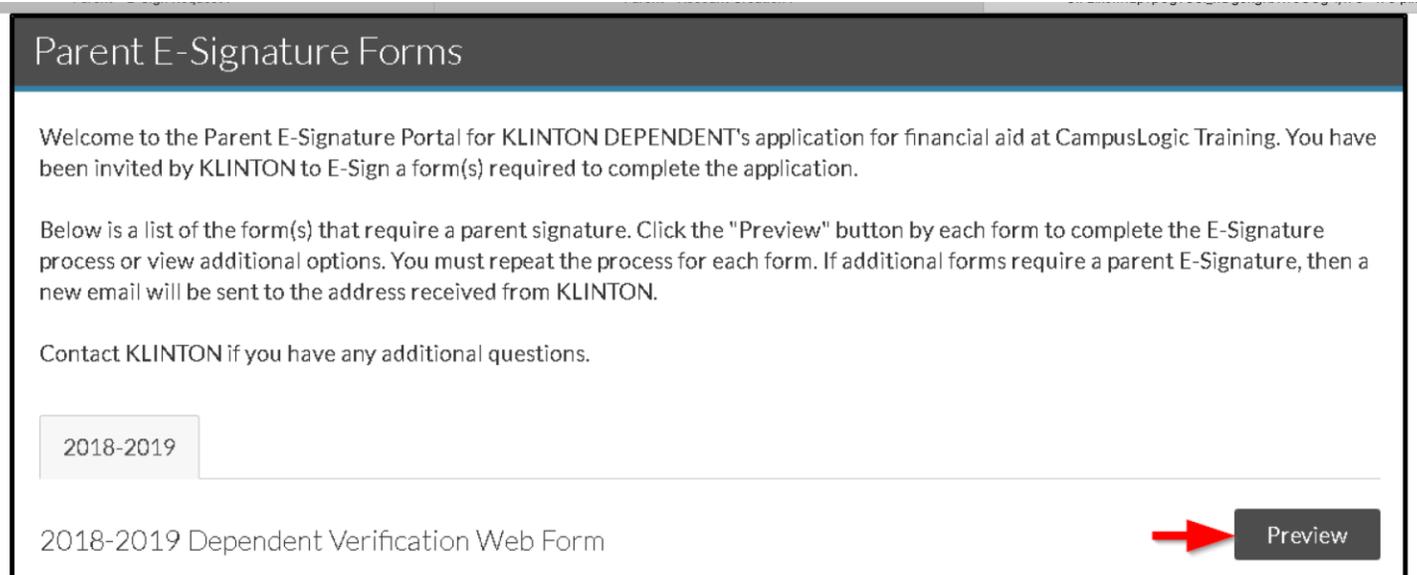
Please Note: *If the student cancels the request, the parent is not able to create an account or able to see the document to E-sign until the student sends the request again.*

Only the parent to who the student sends the request to is able to create an account or E-Sign the form. For example: if the student selects parent 1, only parent 1 is able to see the document to E-Sign.

Once the parent receives the request for an E-Signature:

- The parent will receive an email containing a link to create an account.
- After the parent clicks the link they are routed to **“Parent Create Account”**

After a parent account is created and logs in, the parent can review the form completed by the student by clicking on **“Preview”**.



The screenshot shows a web interface titled "Parent E-Signature Forms". The main heading is "Parent E-Signature Forms". Below the heading, there is a welcome message: "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 this, there is a paragraph: "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." Below this, there is a line of text: "Contact KLINTON if you have any additional questions." Below this, there is a dropdown menu showing "2018-2019". Below the dropdown menu, there is a list of forms: "2018-2019 Dependent Verification Web Form". To the right of this form, there is a red arrow pointing to a "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  Preview

After the parent selects “Preview” they will be able to view the form. (See image below)

Not Approved and Opt Out of E-Sign buttons are informational only.

Not Approved: Parent selects this option to let the student know the parent did not approve the form, and the student must make the corrections.

Opt Out of E-Sign: Option available if the parent does not want to sign the form electronically, and would rather provide a wet signature.

Document Preview

CampusLogic Training
1325 N Fiesta Blvd
Suite 102
Gilbert, AZ 85233
(602) 643-1380
Support@campuslogic.com

2018-2019 Verification Worksheet
Dependent Student

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 or documents. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Form Not Approved Button provides information if a correction to the form is required, the student must:
1) Cancel e-sign request
2) Edit webform
3) Student e-signs
4) Then resend for parent signature

Opt Out of E-Sign Button provides information if a parent does not want to e-sign, the student may not e-sign and requires the student to:
1) Cancel e-sign request
2) Edit webform to opt out of e-sign
3) Student follows opt out of e-sign steps

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 to they may Cancel this E-Sign request, fix any errors, and resubmit the request for your E-Signature. If you have selected this option, in error click E-Sign to complete your E-Signature.

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 their physical signature. If you have selected this option in error click E-Sign to complete your E-Signature.

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.

Form Not Approved E-Sign Password: [Yellow Box] E-Sign Opt Out of E-Sign

If everything looks correct, the parent enters their password (created during account creation) into the E-Sign password box and clicks “E-Sign”.

The parent will receive a success email once the E-Signature is applied.

The student receives an email and/or text message after the parent has e-sign the document.