**Berkeley Financial Aid Forms**
E-sign Instructions for Parents

Dependent students selected for verification often need their parents to review and sign forms in the Berkeley Financial Aid Forms website. Parents can e-sign the required forms, but they first need to create an account.

NOTE: Creating an account in the Berkeley Financial Aid Forms website is <u>separate and different than the account that gets created when a student provides the parent delegated access in CalCentral.</u> Accounts cannot be created in the Berkeley Financial Aid Forms website until the student requests the signature and the parent is sent an email.

When a student requests a parent to e-sign a document, the parent will receive an email that tells them that there are documents to sign and provides them with a link to log in or register. When the parent clicks on the link to create an account, they will be directed to the Secure Parent Log-in screen. They will want to click the button that says- create account:
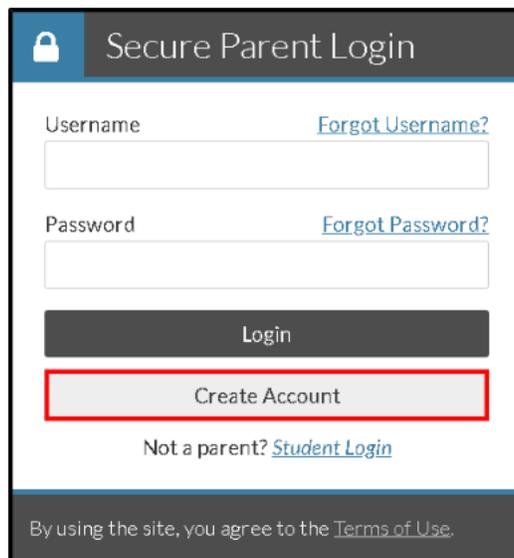
The parent is required to complete the following information:

- Preferred email
- Confirm email
- Choose username
- Create password
- Confirm password

Create Parent Account

Not a parent? *Create Student 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.

* Required

* Preferred email

    Oski@berkeley.edu

    The email listed in this section needs to match the email where the e-sign notification was sent to.

* Confirm email

    Oski@berkeley.edu

* Choose username   Username requirements

    OskiBear01

* Create password   Password requirements

    ••••••••••

* Confirm password

    ••••••••••

The parent will then need to confirm their information. This will also need to match the information that was provided on the aid application.

- Parent First name
- Parent Last Name
- Parent Date of Birth
- Parent Social Security Number

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

> Oski

This information needs to match the parental information provided on the aid application.

* Parent's last name

> Testing

* Parent's date of birth

> 01/01/1968

* Parent's social security number

> ●●●●●●●●●●●

Once the parent confirms their information, they will be asked to confirm their student's information. Again, this needs to match the information that was provided on the aid application.

- Student first name
- Student last name
- Student date of birth
- Student 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

Golden

* Student's last name

Bear

* Student's date of birth

01/01/1998

* Student's social security number

••••••••••••

☑ * I accept the privacy policy

Create Account

After the information is entered in, the parent will want to review the privacy policy before clicking on the Create Account.

If the account creation is successful, the parent will be routed to the log-in page.

The parent will also receive an email asking them to confirm their email address. **THIS STEP IS IMPORTANT**- confirming the email address allows the parent to use the "forgot password" feature in the future, should it be forgotten. If the email is not confirmed, then the parent will need to call to have their password reset.

After logging in, the parent will be presented with the forms that need a signature. The parent should review the information the student put in the form.

Parent E-Signature Forms

Welcome to the Parent E-Signature Portal for GOLDEN BEAR'S application for financial aid at University of California Berkeley. You have been invited by GOLDEN 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

Contact GOLDEN if you have any additional questions.

2020-2021

2020-2021 Dependent Verification Web Form   → Preview

Making updates to the form

If the information is not accurate, the parent can click on the "form not approved" button and the form will be sent back to the student to update.

Opting out of e-sign

The parent can also opt out of e-signing the form. If that is selected, both the student and the parent will need to provide signatures on the form.

E-signing the form

If the parent approves the form, they can sign the form using the same signature they created during the log-in process.
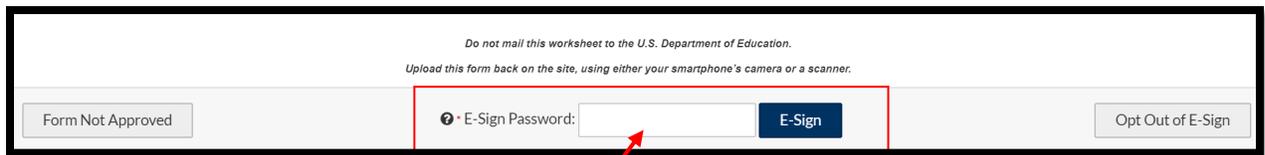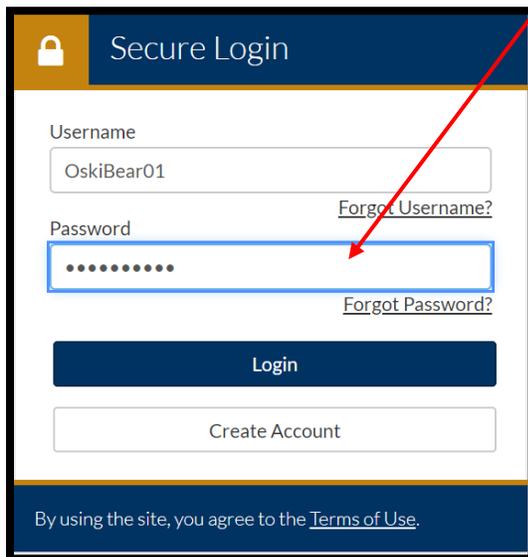

Parents who have questions about creating an account and the e-sign process can Open a Case Online or contact Cal Student Central at 510-664-9181, M-F between the hours of 9am-noon, and 1pm-4pm.