



100 Grant Street, De Pere, WI 54115-2099 • www.snc.edu

## Instructions for Using DocuSign with the Office of Financial Aid

### Instructions for Forms Requiring Student Signature Only

If you are completing a form requiring student and parent signatures, please follow instructions on the next page.

1. On the first screen for these forms, please enter your name and email address. Then click **BEGIN SIGNING**.

2. Please read the form carefully and enter your information accurately. **Complete ALL required fields.** To make sure all required fields are completed, click the yellow **START** button and then click the yellow **NEXT** button.

A screenshot of a form with a yellow 'NEXT' button on the left. The form contains a 'Required' field with a red border, containing the text '100 Grant Street' and 'Address (include apt. #)'. To the right of this field is a 'City' field. Below these fields is the heading 'Family Household Information'. A page number '2' is visible on the left side of the form.

Note: Some forms may require a document to be attached. In these cases, you will be unable to sign/complete the form until you include the attachment.

3. After completing all required fields, click on **Sign**.

4. Create your signature or **Adopt and Sign**. After signing, click **FINISH**.

A screenshot of a 'Certifications and Signatures' form. It includes a warning box: 'WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.' Below this is a statement: 'Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.' There are two signature lines: 'Student's Signature' and 'Parent's Signature', each with a 'Date' field. The 'Date' field for the student is populated with '2/21/2020 | 11:51:42 AM PST'. The 'Date' field for the parent is empty. At the bottom right, it says 'Updated 10/03/2019'. At the bottom left, it says 'Financial Aid • 920-403-3071 • Toll Free 1-888-786-6721 • Fax: 920-403-3062 • financialaid@snc.edu • www.snc.edu/financialaid'. At the bottom center, it says '2021\_VerificationWorksheetDep.pdf' and '2 of 2'. A yellow 'FINISH' button is at the bottom right. A page number '3-4' is visible on the left side of the form.

After you click finish, the completed form will be automatically emailed to financialaid@snc.edu and you will receive a copy to the email address you listed for yourself.

Please note: Any forms that are started but not completed will be automatically voided after seven days. You will receive a reminder email two days prior to the automatic void, giving you a chance to complete the form. If the form voids prior to completion, you will need to start the form over from KnightLine.



## Instructions for Forms Requiring Student and Parent Signatures

### A. Student Instructions

**PowerForm Signer Information**  
2020-2021 Dependent Verification Worksheet

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

NOTE: PARENT EMAIL ADDRESS MUST MATCH THE EMAIL ADDRESS USED ON THE FAFSA.

Please enter your name and email to begin the signing process.

**Student**

**Your Name: \***  
Student Full Name

**Your Email: \***  
studentemailaddress@

Please provide information for any other signers needed for this document.

**Parent**

**Name: \***  
Parent Full Name

**Email: \***  
parentfafsaemail@

1 **BEGIN SIGNING**

1. Some forms require a parent signature. On the first screen for these forms, please enter the parent name and email address. The email address must match the email address your parent listed on the FAFSA. Then click **BEGIN SIGNING**.
2. Please read the form carefully and enter your information accurately. Complete ALL required fields. To make sure all required fields are completed, click the yellow **START** button and then click the yellow **NEXT** button.

2 **NEXT**

Student's Legal name - LAST  
100 Grant Street  
Address (include apt. #)  
City

**Family Household Information**

Note: Some forms may require a document to be attached. In these cases, you will be unable to sign/complete the form until you include the attachment.

3. After completing all required fields, click on **Sign**. You will be able to sign at this time, but your parent will not yet - follow parent instructions below if your parent is having trouble signing.
4. Create your signature or **Adopt and Sign**. After signing, click **FINISH**.

**Certifications and Signatures**

**WARNING:** If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Student's Signature \_\_\_\_\_ Date 2/21/2020 11:51:42 AM PST

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated 10/03/2019

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3-4 **FINISH**

After you click finish, your parent will be sent an email with a link to sign the form. After your parent signs and submits the form, it will automatically be emailed to [financialaid@snc.edu](mailto:financialaid@snc.edu) and you will receive a copy to the email address you listed for yourself.

*Please note:* Any forms that are started but not completed will be automatically voided after seven days. You will receive a reminder email two days prior to the automatic void, giving you a chance to complete the form. If the form voids prior to completion, you will need to start the form over from KnightLine.



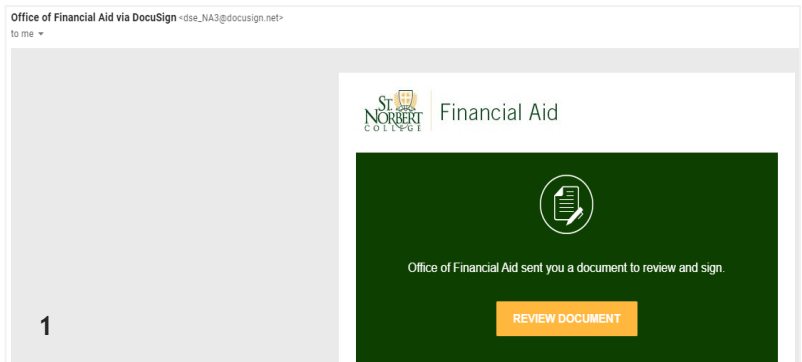
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## Instructions for Using DocuSign with the Office of Financial Aid

### B. Parent Instructions

Your student must initiate the DocuSign form from their KnightLine account and complete the student portion of the form. Your student will enter your (parent) email address that was listed on the FAFSA. After your student completes their portion of the form, an email will be sent to you with a link. You will only be able to sign from the link that is emailed to your email address.

1. Navigate to your email inbox. An emailed link will be sent to you from **Office of Financial Aid via DocuSign**. Click on the yellow **REVIEW DOCUMENT** button.
2. The form will open in a new window. Click the yellow **CONTINUE** button.
3. Please **read the form carefully** and review the information entered by your student for accuracy. **Complete ALL required fields**. To make sure all required fields are completed, click the yellow **START** button and then click the yellow **NEXT** button.
4. In most cases, if you notice an error in the information completed by your student, you may correct this information by clicking in the box and completing the field.



Tax Filers have three options for submitting 2018 Federal Tax information. Please select one option for the student and one for the parent. **If you filed an amended tax return please contact our office.**

Student	TAX FILERS-OPTION 1 (Recommended)	Parent
<input checked="" type="checkbox"/>	I have used the IRS Data Retrieval Tool on the FAFSA application on this date. Refer to <a href="#">Acceptable Verification of Tax Information</a> at snc.edu/go/faforms for more information on this option, as not everyone is eligible to use the tool.	<input type="checkbox"/>
<input type="checkbox"/>	I have requested a free Tax Return Transcript for tax year 2018, by contacting the IRS at 1-800-908-9946 or <a href="http://www.irs.gov/individuals/Get-Transcript">www.irs.gov/individuals/Get-Transcript</a> . I have enclosed a copy of my 2018 Federal Tax Return Transcript, or I will send it separately once I receive it from the IRS.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	I have enclosed a <b>signed</b> copy of my 2018 Federal 1040 Tax Return and all submitted tax schedules (1-6), or I will send it separately to the St. Norbert Office of Financial Aid.	<input type="checkbox"/>

Note: Some forms may require a document to be attached. You will be unable to sign/complete the form until you include the attachment.

5. After completing all required fields, click on **Sign**. Create your signature or **Adopt and Sign**.
6. You'll need to enter your (parent) date of birth on the bottom of the form. After signing and entering your date of birth, click **FINISH**.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

DocuSigned by:  
 Student Full Name \_\_\_\_\_ 2/21/2020 | 12:06:30 PM PST  
 Student's Signature \_\_\_\_\_ Date

Sign  
 Parent's Signature \_\_\_\_\_ 2/21/2020 | 2:17:26 PM PST  
 Parent Full Name \_\_\_\_\_ Date  
 Parent Date of Birth \_\_\_\_\_ financialaid@snc.edu Updated 10/03/2019

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After you click finish, the completed form will be automatically emailed to [financialaid@snc.edu](mailto:financialaid@snc.edu) and you will receive a copy to the email address listed on the form. A copy will also be emailed to your student.

Updated 3/24/2020