

Creating and Using Your FSA ID: An Overview

What is the FSA ID?

- The FSA ID is a username and password used by students, parents, and borrowers to:
 - login to U.S. Department of Education websites
 - electronically sign documents
- You will use it:
 - Every year you apply for federal student aid at fafa.gov
 - To receive a federal student loan
 - To perform important activities as a federal student loan borrower, such as choosing a repayment plan or applying for a deferment

Does my parent need an FSA ID?

- If you are a dependent student, then your parent will need an FSA ID in order to sign your FAFSA electronically
- Not sure if you're considered a dependent student for the FAFSA, go to StudentAid.gov/dependency to find out

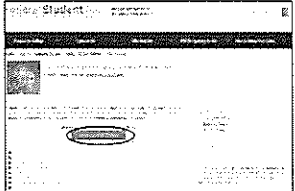
IMPORTANT

- You and your parent must have different FSA IDs
- You must create your own FSA ID—it's your electronic signature and you need to own it
- Your parent must create his or her own FSA ID
- You and your parent should each use your own e-mail address when creating an FSA ID (you can't use/share the same e-mail address)

How do I create an FSA ID?

Getting Started

- Go to StudentAid.gov/faid
- Click the "Create an FSA ID Now" button



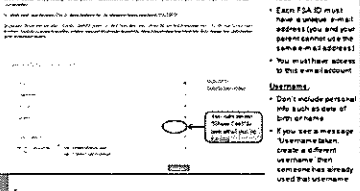
Create Your FSA ID (Username and password)

Special but strongly recommended

- Each FSA ID must have a unique e-mail address (you and your parent cannot use the same e-mail address)
- You must have access to this e-mail account

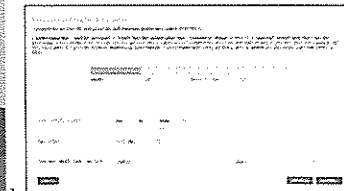
Don't include personal info such as date of birth or phone number

If you see a message "Username taken" create a different username. Your username has already used the username



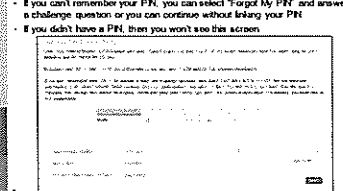
Provide Personal Information

- Make sure your Social Security number, date of birth, and name match what's on your Social Security card
- You must have a Social Security number to create an FSA ID



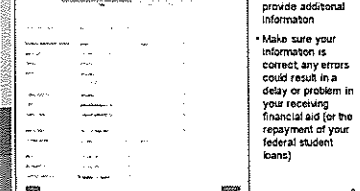
Link Your PIN (if you have one)

- If you applied for federal student aid before May 2015, then you most likely had a 4-digit PIN—the FSA ID replaces the PIN; you can link your PIN to your FSA ID on this screen
- If you can't remember your PIN, you can select "Forgot My PIN" and answer a challenge question or you can continue without linking your PIN
- If you don't have a PIN, then you won't see this screen



Provide Profile Information

- Confirm information you entered previously and provide additional information
- Make sure your information is correct; any errors could result in a delay or problem in your receiving financial aid (or the repayment of your federal student loans)



Select/Create Challenge Questions and Answers

Answering your challenge questions is the way to unlock your account or reset your username and password.

Question 1, Land 2:

- Select a question from the dropdown menu and then enter your answer.

Question 2, Land 4:

- Use up your own question and enter your answer.
- Make sure the answers will be easy to remember.

Examples of questions:

- What's your favorite sport?
- What's your favorite book?

Question 3:

- Enter a significant day.
- It can be your date of birth.

Examples of dates:

- Favorite holiday
- Spring or parent date of birth

Review Info and Agree to Terms

- Review and confirm your information
- If you need to make a correction, use the "Previous" button
- Review and agree to the terms and conditions for using your FSA ID

Verify Your E-mail

Email Verification Page

- If you provided an email address then you will be taken to the Email Verification page.
- Once you verify your email you can use your email address as your username when logging in to Department of Education websites. You can also continue without verifying.

How to Verify Your Email

- Do not leave the Email Verification page.
- We'll send you an e-mail with a 6-digit code.
- Log in to your email account using a different tab or browser window or another device.
- Look for an email with the subject line "Important: Your FSA ID E-mail Verification - Action Required". The e-mail will include a 6-digit alphanumeric code that you will enter in the "Secure Code" data field.

Your FSA ID is created!

- Your FSA ID was created.
- If you provided an e-mail address then you will receive a confirmation e-mail.

Using Your FSA ID

- You can log on to sites you and someone else can submit a new (original) FAFSA.
- If you don't provide an link to your Social Security Administration for confirmation.
- SSA review will take 4-2 days.
- Until your info is verified, you won't be able to look certain records such as correct your FAFSA, submit a renewal FAFSA, or sign a loan.
- There's easy help.

Social Security Administration Matching

You should receive an e-mail informing you of the results of the SSA review. If you did not provide an e-mail when creating your FSA ID, you can check the status by logging in at [ES&ID.ed.gov](#) using the "Edit My FSA ID" tab.

- If there is an issue, log in at [ES&ID.ed.gov](#) using the "Edit My FSA ID" tab and review/update your profile info; if your info is correct, you'll need to contact the SSA to find your local SSA office, call 1-800-772-1213 or go to [www.ssa.gov](#).

Where can I use my FSA ID?

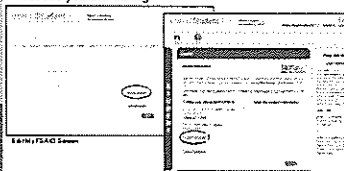
Using Your FSA ID

<p>What do?</p> <ul style="list-style-type: none"> Electronically sign your original FAFSA. Verify your information with the Internal Revenue Service. Print out a copy of your FAFSA you have a FAFSA test year (the new FAFSA). Make online corrections to an existing FAFSA. View or print your loan servicer's payment information (SAI). 	<ul style="list-style-type: none"> View a history of any federal student activity you have provided. Look up your loan servicer's payment information.
<p>My Federal Student Aid will default and/or be the National Student Loan Data System (NSLDS) at www.nslds.ed.gov.</p>	<ul style="list-style-type: none"> Complete online counseling the Financial Awareness Counseling Tool at least once a year. Electronically sign a master promissory note (MPN). Complete PLUS loan request. Enter the promissory note payments using the Payment Plan tool. Apply for an income-driven repayment plan or income-based loan.
<p>Submit your salary</p>	<ul style="list-style-type: none"> Sign your MPN for the Teacher Education Assistance for College and Employer Training (TEACH) Grant Program.

What to Do: I Forgot My Username or Password

Forgot My Username

- Select "Forgot My Username" at the Log In Screen.
- The appearance of the link may vary depending on what website you are visiting.



Forgot My Username

You can retrieve your username by either:

- Having a secure code e-mailed to you (enter the e-mail address associated with your FSA ID account and click the "E-mail Secure Code" button)
- Providing personal information and answering your challenge questions (click the "Challenge Questions" button)

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Retrieving Username Using Secure Code

- If you selected "E-mail Secure Code," an e-mail will be sent to your e-mail account and you will be taken to a page where you can enter a secure code
- Do not close this page!
- Open your e-mail in a new browser window or tab or different device and copy the code from your e-mail and enter it into the "Secure Code" box

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Retrieving Username Using Secure Code

Once you enter the secure code the screen will display your username

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Forgot My Username

If you prefer to retrieve your username by answering your challenge questions, click the "Challenge Questions" button

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Retrieving Username Using Challenge Questions

If you selected "Challenge Questions," you will be taken to a screen where you need to enter your Social Security number, last name, and date of birth

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Retrieving Username Using Challenge Questions

- You will be taken to a page where you will need to answer three of your challenge questions
- After answering the challenge questions, you will be taken to page that displays your username

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What to Do: I'm Locked Out of My Account

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Locked Out

If you've been locked out of your FSA ID account for providing the wrong username or password, you can unlock your account using either e-mail or the challenge questions

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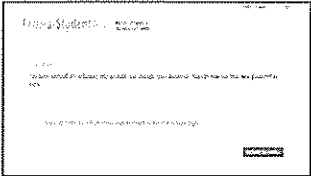
Locked Out

Once you successfully enter the secure code or answer your challenge questions, you will be taken to this screen to change your password

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Locked Out

Once you enter a new password and re-enter it successfully, you receive the following message



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Where can I get more information?

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Where can I get more information?

Additional details on the FSA ID including answers to frequently asked questions and tips on creating an FSA ID, can be found at StudentAid.gov/fsa/id

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