Creating and Using Your FSA ID: An Overview

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Topics Covered

- What is the FSA ID?
- Do my parents need an FSA ID?
- How do I create an FSA ID?
- Where can I use my FSA ID?
- What to Do
  - I Forgot My Username or Password
  - I'm Locked Out of My Account
- Where can I get more information?

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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 fafsa.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

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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)

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How do I create an FSA ID?

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Getting Started

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

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Create Your FSA ID (Username and password)

Create a New FSA ID

An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

To create your own personal FSA ID, enter answers for the questions below and select CONTINUE.

Important: When you are done click the CANCEL button to clear your data, even if you did not finish creating your FSA ID. Just closing your browser window or going to another website may not be enough to prevent other people using this computer from seeing your information until the session expires.

* = *Required*

Create An FSA ID   Edit My FSA ID

E-mail:
Confirm E-mail:
Username:
Password:

You can select "Show Text" to see what you're typing

Confirm Password:

Are you 13 years of age or older?
○ I am 13 years of age or older.
○ I am 12 years of age or younger.

CONTINUE

E-mail:
* Optional 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

Username:
* Don't include personal info such as date of birth or name
* If you see a message "Username taken, create a different username" then someone has already used that username

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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.

Personal Identification Information

To apply for an FSA ID, complete the information below and select CONTINUE.

I understand that I will be required to certify that the information that I provide to obtain an FSA ID is true and correct and that I am the individual who I claim to be. If I am not that person who I claim to be, I understand that I am not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be fined, sent to prison for not more than five years, or both.

Identity   Profile   Review & Confirm   Done

* = *Required*

Social Security Number *   ••• - •• - ••••
Date of Birth *   01/01/1980
First Name, Middle Initial, Last Name *   TestUser1   F   FSAtest

CANCEL   < PREVIOUS   CONTINUE >

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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 didn't have a PIN, then you won't see this screen

Link Your PIN to Your FSA ID

Enter your Federal Student Aid PIN below and select VERIFY to link it to your FSA ID. If you do not remember your PIN, select Help for more details or use the Forgot My PIN link.

By linking your PIN to your FSA ID, you will be able to use your new FSA ID with all FSA systems immediately.

If you don't remember your PIN or the answer to your PIN challenge question, then select CONTINUE WITHOUT PIN. We will send your information to the Social Security Administration (SSA) for confirmation. This takes 1-3 days. You will receive an e-mail when the match is complete. You can sign and submit an original FAFSA with your new FSA ID right away. For access to most other FSA systems, you must wait for the SSA confirmation.

Identity   Profile   Review & Confirm   Done

* = *Required*

Social Security Number: •••-••-••••   PIN *
Date of Birth: 01/01/1982
First Name, Middle Initial, Last Name: Jane I InTest   VERIFY
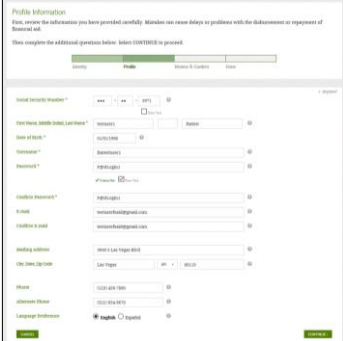
CANCEL   < PREVIOUS   CONTINUE WITHOUT PIN

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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)
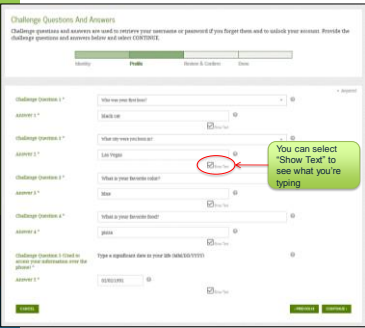
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Select/Create Challenge Questions and Answers

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

Questions 1 and 2:
- Select a question from the dropdown menu and then enter your answer

Questions 3 and 4:
- Make up your own question and enter your answer
- Make sure the answers will be easy to remember
- Examples of questions:
  - What's your favorite color?
  - What's your favorite food?

Question 5:
- Enter a significant date
- It can't be your date of birth
- Examples of dates:
  - Favorite holiday
  - Sibling or parent date of birth

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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

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Verify Your E-mail

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

How to Verify Your E-mail
- Do not close the E-mail Verification page
- We'll send you an e-mail with a secure code
- Log in to your e-mail account using a different tab or browser window or another device
- Look for an e-mail with the subject line, "Important: Your FSA ID E-mail Validation - Action Required"
- The e-mail will include a six-digit, numeric code that you will enter in the "Secure Code" data field

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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 in to fafsa.gov and complete, sign, and submit a new (original) FAFSA
- If you didn't provide or link to a PIN, then your info will be sent to the Social Security Administration for confirmation
- SSA review will take 1-3 days
- Until your info is verified, you won't be able to take certain actions, such as correct your FAFSA, submit a renewal FAFSA, or sign a Master Promissory Note.

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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 FSAID.ed.gov using the "Edit My FSA ID" tab

- If there is an issue, log in at FSAID.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)

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Where can I use my FSA ID?

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Using Your FSA ID

Website	What You Can Do at the Site
fafsa.gov	• Electronically sign your (or your child's) FAFSA • Import your tax information from the Internal Revenue Service • Prefill data in this year´s FAFSA if you filed a FAFSA last year (Renewal FAFSA) • Make online corrections to an existing FAFSA • View or print an online copy of your *Student Aid Report* (SAR)
My Federal Student Aid at StudentAid.gov/login or the National Student Loan Data System (NSLDS®) at www.nslds.ed.gov	• View a history of any federal student aid that you have received • Look up your loan servicer's contact information
StudentLoans.gov	• Complete entrance counseling, the *Financial Awareness Counseling Tool,* or exit counseling • Electronically sign a master promissory note (MPN). • Complete PLUS loan requests • Estimate your student loan payments using the *Repayment Estimator* • Apply for an income-driven repayment plan or a consolidation loan
Agreement to Serve (ATS) at www.teach-ats.ed.gov	• Sign your ATS for the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program

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What to Do:
I Forgot My Username or Password

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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

Edit My FSA ID Screen

19   FAFSA Log In Screen

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

E-mail With Your Secure Code

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Retrieving Username Using Secure Code

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

Forgot Username

Your username is shown below.
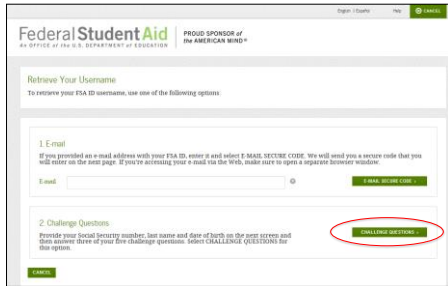
Note: If you have an e-mail address associated with your FSA ID and have verified it, you can use it, with your password, to log in to FSA systems instead of your username.

• Your FSA ID username is: fsatestuser1

Select RETURN TO LOGIN to return to the log in page.

RETURN TO LOGIN ›
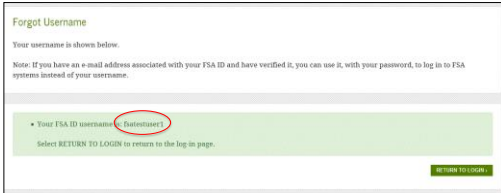
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Forgot My Username

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

English | Español   Help   ⊗ CANCEL

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Retrieve Your Username

To retrieve your FSA ID username, use one of the following options:

1. E-mail
If you provided an e-mail address with your FSA ID, enter it and select E-MAIL SECURE CODE. We will send you a secure code that you will enter on the next page. If you're accessing your e-mail via the Web, make sure to open a separate browser window.

E-mail   ⊙   E-MAIL SECURE CODE ›

2. Challenge Questions
Provide your Social Security number, last name and date of birth on the next screen and then answer three of your five challenge questions. Select CHALLENGE QUESTIONS for this option.   CHALLENGE QUESTIONS ›

CANCEL

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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

English | Español   Help   ⊗ CANCEL

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Retrieve Your Username Using Challenge Questions

Enter your Social Security number, last name, and date of birth below and select CONTINUE. We will ask you three of your challenge questions on the next page.

* Required

Social Security Number *   ___ - ___ - ___   ⊙

Last Name   ⊙

Date of Birth *   mm/dd/yyyy   ⊙

CANCEL   CONTINUE ›

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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

IMPORTANT
If you retrieve your username using the challenge questions, you will need to wait 30 minutes before you can use your username
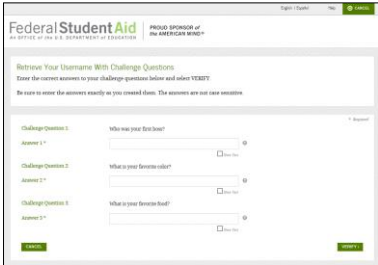
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What to Do:
I'm Locked Out of My Account

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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
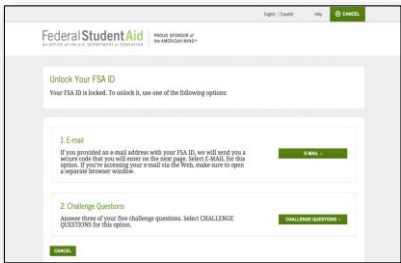
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Locked Out

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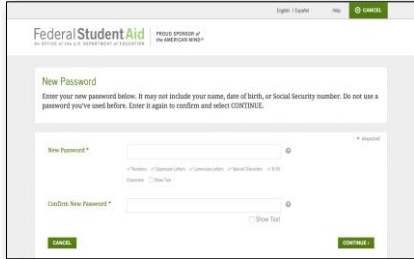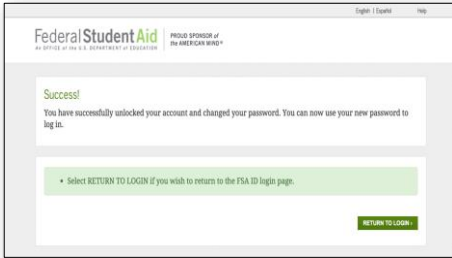
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Locked Out

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/fsaid

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