



# Preparing to sign your FAFSA electronically

The FSA ID username and password are used to sign the FAFSA and other important financial aid paperwork. Each student and at least one parent must have a unique FSA ID in order to electronically sign the FAFSA.

## Steps to creating an FSA ID

### PAGE ONE

1. Go to the FSA ID webpage located at <https://fsaid.ed.gov>.
2. To create a new FSA ID click the tab that says Create An FSA ID. At any time if you forget your password you can reset it by selecting the tab that says Manage My FSA ID.
3. Enter and confirm your email address. You will later be asked to verify the address by retrieving a code sent to your inbox so make sure it's a working email that you have access to.
4. Create and enter a username between 6–30 characters long using any combination of numbers and/or upper and lower case letters. Avoid using personal identifiers (i.e., date of birth, name, etc.).
5. Create, enter and confirm a password between 8–30 characters long using at least three of the four criteria: numbers, upper case letters, lower case letters, special characters (for example: !@#%&\*?!).
6. Click “Continue.”

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7. Enter your name exactly as it appears on your social security card.
8. Enter your date of birth (mm/dd/yyyy).
9. Enter your social security number.
10. Click “Continue.”

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11. Review your profile information then enter your mailing address.
12. Choose yes or no to register your mobile phone number to reset your password or retrieve your username.
13. Enter and confirm your phone number and alternate phone number if applicable.
14. Enter your language preference.
15. Click "Continue."

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16. Select Challenge Question 1 and type in the answer<sup>1</sup>.
17. Select Challenge Question 2 and type in the answer<sup>1</sup>.
18. Create your own Challenge Question 3 and type in the answer.
19. Create your own Challenge Question 4 and type in the answer.
20. Select yes or no to provide an 8-digit code to use to access your loan balances over the telephone.  
(OPTIONAL)
21. Click "Continue."

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22. Review your information for accuracy.
23. Check the box to certify the information provided is correct and to accept the terms and conditions.
24. Click "Continue."

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25. Verify your email address by retrieving the six-digit secure code and enter in the box provided. You may also elect to skip this verification step and complete it at a later time.

It will take the Federal Government about 1-3 business days to complete the Social Security Administration (SSA) verification process; however, you can still use your FSA ID to complete and electronically submit your FAFSA during this time.

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<sup>1</sup> Challenge questions to choose from:

- What was the name of your elementary school?
- What is the nickname of your youngest sibling?
- What city were you born in?
- Who was your first boss?
- What was the name of your first pet?
- What was your high school's mascot?
- What is the name of the hospital you were born in?
- What color was your first car?
- What is your mother's maiden name?
- What was the name of the first person you kissed?
- What was the name of your first teacher?
- What was the place/location of your senior prom?
- What was the first movie you saw in the theater?
- What is the name of your house of worship?
- What is the name of the street where you grew up?
- What is your father's middle name?
- In what city did your parents meet?
- What was your childhood nickname?
- Who was your favorite singer/band in high school?
- What is the first name of your best friend?