

## How to Create an FSA ID

The FSA ID – a username and password – must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents.

If you do not already have an FSA ID, you can create one when logging in to [FAFSA.gov](https://fafsa.gov).

### Steps/Checklist:

- ☐ When you go to [FAFSA.gov](https://fafsa.gov), click the button prompting you to create an FSA ID
  - ☐ Important: only the owner of the FSA ID should create and use the account. Never share your FSA ID.
- ☐ Create a username and password
- ☐ Use your personal email address and phone number
- ☐ Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers (these questions help protect your account)
- ☐ If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN
- ☐ Review your information and read and accept the terms and conditions
- ☐ Confirm your email address and phone number using the secure code, which will be sent to the email address and number you entered when you created your FSA ID. Once you verify your email address, you can use it instead of your username to log in to the websites, although you can also still use your username.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit [StudentAid.gov/fsaid](https://StudentAid.gov/fsaid) or see your college advisor.

**\*IMPORTANT NOTE\*** Your parents/guardians will have to create an FSA ID as well. If your parents/guardians do not have a Social Security Number (SSN), please enter 000-00-000. If you have any questions, please see your college advisor.

## Documents Needed for FAFSA

The FAFSA asks for information about you (your name, date of birth, address, etc.) and about your financial situation. Please note that the FAFSA designates you as a “dependent student” unless you are at least 24-years-old, married, on active duty, financially support dependent children, an orphan, a ward of the court, or an emancipated minor. Depending on your circumstances, you might need the following information or documents as you fill out the FAFSA.

- ☐ Your Social Security number (make sure you enter it correctly!!)
- ☐ Your parents’ Social Security numbers if you are a dependent student
  - ☐ Or zeros if your parents do not have an SSN
- ☐ Your driver’s license number if you have one
- ☐ Your Alien Registration number if you are not a U.S. citizen
- ☐ Federal tax information or tax returns including W-2 information for you and for your parents if you are a dependent student
  - ☐ IRS 1040, 1040A, 1040EZ
  - ☐ Unemployment paperwork if you have it
  - ☐ Foreign tax return if you have them
  - ☐ Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, and Federated States of Micronesia, or Palau if you have them
- ☐ Records of your untaxed income, such as child support received, interest income, and veterans non-education benefits for you and for your parents if you are a dependent student
- ☐ Information on cash, savings and checking account balances, investments (stocks, bonds, and real estate that is not the home in which you live), and business and farm assets for you and for your parents if you are a dependent student

You will need the tax information from two years before the upcoming college school year. For example, **if you are starting college in the 2024-2025 school year, you’ll need tax information from 2022.** If you are starting college in the spring, please talk to your college advisor because you will have a slightly different process.