Parent: E-Sign Request

After a student has e-signed their document, they are presented with a step to request parent signature.

Please note: The parent cannot create an account or view documents for e-signature until the student sends the e-signature request. If the parent is unable to create an account or does not see any documents to sign after logging into their account, check the student view tab for the task requiring e-signature to make sure the student has sent the request. If you see the text "Student has not initiated a signature request.", the student has not sent the request to the parent.
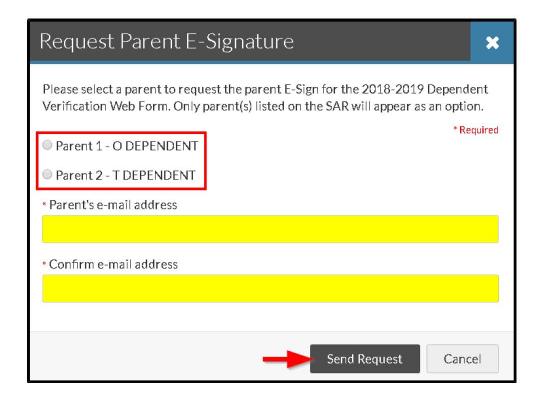
- The student selects the request button

> ○ You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.
>
> ✏ Request

The request parent e-signature screen opens. The student must:

- Select which parent they would like to sign

- StudentForms only presents the parent(s) listed on the FAFSA for the e-signature request
- Parent must have passed the check with the SSA check with a value of 4 to be eligible for e-signature
- If parent does not pass the SSA check, the student does not have the option to send the request for e-signature to the parent
- If neither parent has passed the SSA check, the student would not be allowed to e-sign their document and must download, print, sign (both student and parent), and then upload back into StudentForms.

- Enter the parent's email address
- **Email must be different than student's email address**
- Confirm the parent's email address
- Select the Send Request button

- Once the request has been sent to the parent, the student is not able to edit their form unless they cancel the request
- To cancel the request the student selects the cancel request button
- The student can edit their request by selecting the edit request button

Please Note: If the student cancels the request, the parent is not able to create an account or able to see the document to e-sign until the student sends the request again.

The school user is able to view the parent and email address to whom the signature request was sent to in the student view tab:

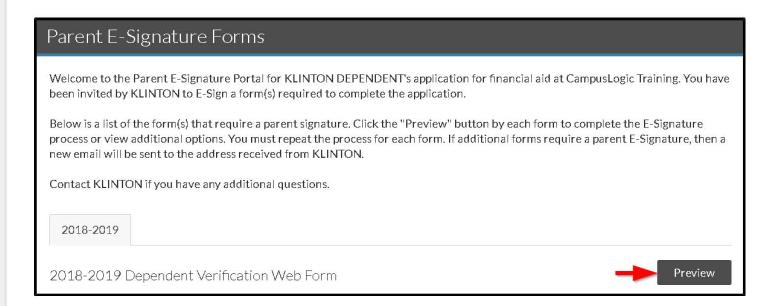⭕ Signature request was sent to O DEPENDENT (svtrainingparent@gmail.com) on 4/18/18 4:19 PM.

Please Note:
Only the parent that the student selects to send the request to is able to create an account or e-sign a document. i.e. if the student selects parent 1, only parent 1 is able to see the document to e-sign.
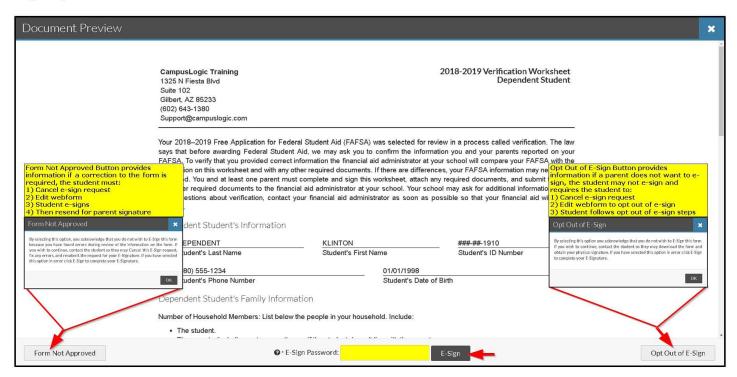
After the request is sent to the parent:

- The parent receives an email containing a link to create an account.
    - The school may want to review the parent e-sign request email to provide instructions for parents who have already created an account.
- After the parent clicks the link they are taken to the parent create account screen.

After a parent account is created or the parent logs in, the parent has the opportunity to review the document.

Parent E-Signature Forms

Welcome to the Parent E-Signature Portal for KLINTON DEPENDENT's application for financial aid at CampusLogic Training. You have been invited by KLINTON to E-Sign a form(s) required to complete the application.

Below is a list of the form(s) that require a parent signature. Click the "Preview" button by each form to complete the E-Signature process or view additional options. You must repeat the process for each form. If additional forms require a parent E-Signature, then a new email will be sent to the address received from KLINTON.

Contact KLINTON if you have any additional questions.

2018-2019

2018-2019 Dependent Verification Web Form   ➡️ Preview

Parent selects the preview button

The form not approved and opt out of e-sign buttons are informational only.

- The form not approved, lets the parent know if there are corrections needed, the student must make the corrections.
- The opt out of e-sign button lets the parent know if they do not want to e-sign, their student must also opt out of e-sign.

If everything looks correct, the parent enters their password into the e-sign password box and selects the e-sign button.
The parent receives a success message once the e-signature is applied.

The student receives an email and/or text message after the parent has e-signed the document if messaging is enabled by the school.