

## Creating E-Sign Pin

The Create my E-Sign PIN link is at the bottom of the review and sign screen on the student's web form that they are completing in StudentForms. **The first time that a student e-signs a web form, they must create an e-sign pin to sign electronically.** The student always has the option to opt out of e-sign, print, sign and upload the form.

### Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

_____ Student's Signature	_____ Date
_____ Parent's Signature	_____ Date

*Do not mail this worksheet to the U.S. Department of Education.  
Upload this form back on the site, using either your smartphone's camera or a scanner.*

E-Sign PIN  
**Create my E-Sign PIN** ⓘ  
\_\_\_\_\_  
Opt out of E-Sign ⓘ  
 NO

← Back E-Sign

The student must provide the following required information:

- First Name
- Last Name
- Date Of Birth
- Social Security Number

Please note: Information must match information exactly as it appears on the student's FAFSA/ISIR, the same as when a student is registering their account.

The student creates a 5 digit number for a pin and confirms the 5 digit number. The student then selects create.

Create E-Sign PIN ✕

\* First Name

\* Last Name

\* Date of Birth

\* Social Security Number

You may choose any 5 digit number for your PIN.

\* PIN

\* Confirm PIN

\*Required → Create Cancel

Once a pin has been created, the student is redirected to the review and sign screen. The student is able to enter their 5 digit pin to e-sign their document. The create e-sign pin link changes to a Forgot your E-Sign PIN? link once the pin has been created.

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**The student and one parent must sign and date.**

Student's Signature	Date
Parent's Signature	Date

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• E-Sign PIN  
[Forgot your E-Sign PIN?](#)

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Opt out of E-Sign ?  
 NO

# Reset E-Sign PIN

If a student has forgotten their e-sign pin, they can reset their pin by selecting the Forgot your E-Sign PIN link above the e-sign box on the review and sign screen of the web form.

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The student and one parent must sign and date.

_____ Student's Signature	_____ Date
_____ Parent's Signature	_____ Date

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E-Sign PIN  
**Forgot your E-Sign PIN?**

Opt out of E-Sign

NO

The student is required to enter their identifying information (first name, last name, date of birth, and SSN) as it appears on the FAFSA. The student then enters a new 5 digit number for their pin and confirms the 5 digit number. Once all of the required information has been entered, they select reset.

Forgot E-Sign PIN ✕

\* First Name

\* Last Name

\* Date of Birth

\* Social Security Number

You may choose any 5 digit number for your PIN.

\* PIN

\* Confirm PIN

\* Required ➔

Once they reset their pin, the student is redirected to the review and sign screen. The student would enter their e-sign pin into the box and select e-sign.

**Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

_____	_____
Student's Signature	Date
_____	_____
Parent's Signature	Date

*Do not mail this worksheet to the U.S. Department of Education.  
Upload this form back on the site, using either your smartphone's camera or a scanner.*

E-Sign PIN  
Forgot your E-Sign PIN?  
?

Opt out of E-Sign ?  
 NO

