

## Easy Steps in the FAFSA Process

1. Create your FAFSA ID: <https://fsaid.ed.gov/npas/index.htm>

2. Go to [fafsa.gov](https://fafsa.gov)

Remember, the FAFSA is FREE

3. Log in using your FSA ID

- **If you completed a FAFSA last year:** Click “Login” and enter your FSA ID. If you haven’t transitioned your PIN to an FSA ID.
- **If this is your first time completing the FAFSA:** Click “Start a new FAFSA” and enter your FSA ID. You will be able to use your FSA ID to sign and submit your new FAFSA right away.
- **If you are a parent:** Click “login” and “Enter the student’s information”.

4. Choose which FAFSA you’d like to complete

- **Students will be able to submit a FAFSA® earlier.** Students will be able to file a 2017–18 FAFSA as early as **Oct. 1, 2016**, rather than beginning on Jan. 1, 2017. The earlier submission date will be a permanent change, enabling students to complete and submit a FAFSA as early as October 1 every year. (There is NO CHANGE to the 2016–17 schedule. The FAFSA became available January 1 as in previous years.)
- **Students will use earlier income information.** Beginning with the 2017–18 FAFSA, students will be required to report income information from an earlier tax year. For example, on the 2017–18 FAFSA, students (and parents, as appropriate) will report their 2015 income information, rather than their 2016 income information.

5. Enter your personal information\*

Name, date of birth, etc. If you have completed the FAFSA in the past, a lot of your personal information will be pre-populated to save you time. Make sure you enter your personal information exactly as it appears on official government documents. (That’s right, no nicknames.)

6. Enter your financial information\*

All of it. You should use income records for the tax year prior to the academic year for which you are applying. For example, if you are filling out the 2017–18 FAFSA, you will need to use 2015 tax information.

7. Choose up to 10 schools

You can add up to 10 schools to your FAFSA at a time. Two-thirds of freshmen FAFSA applicants list only one college on their applications. Don’t make this mistake! Make sure you add any school you plan to attend, even if you haven’t applied or been accepted yet. We will send the necessary information over to the schools you listed so they can calculate the amount of financial aid you are eligible to receive

8. Sign the document with your FSA ID\*

Your FSA ID serves as your electronic signature, or e-signature. You’ll use it to electronically sign and submit your FAFSA. If you’re considered a dependent student, [at least one of your parents](#) or your legal guardian will need an FSA ID as well. You will use your FSA ID to renew/correct your FAFSA each school year, so keep it in a safe place. If you have siblings, your parent can use the same FSA ID to sign FAFSAs for all children.