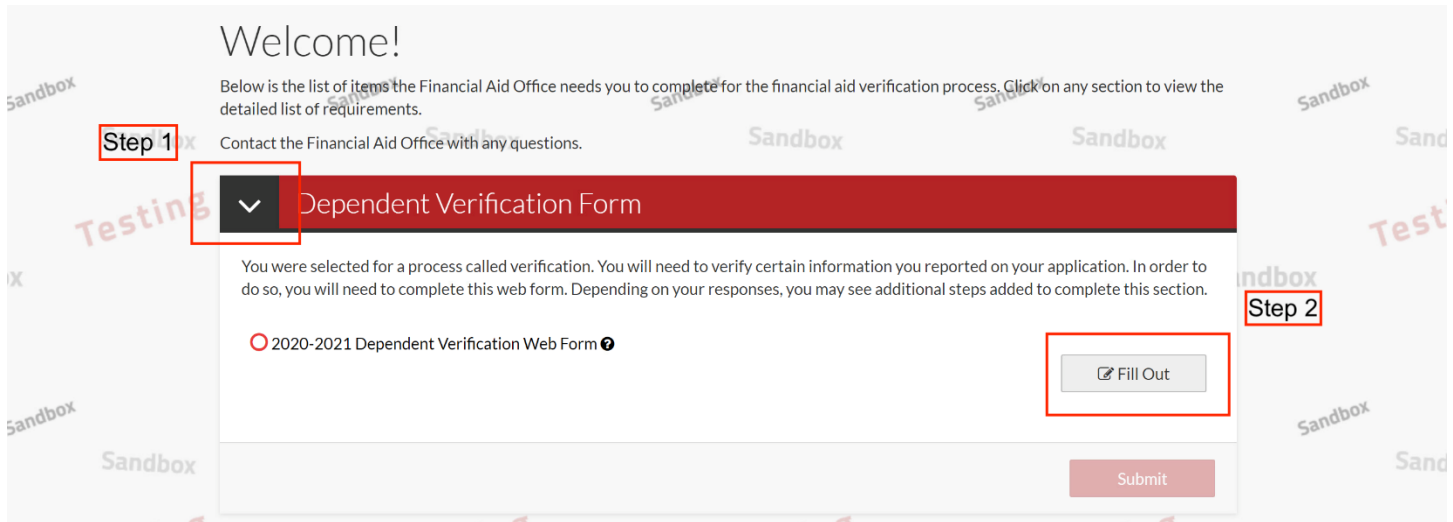
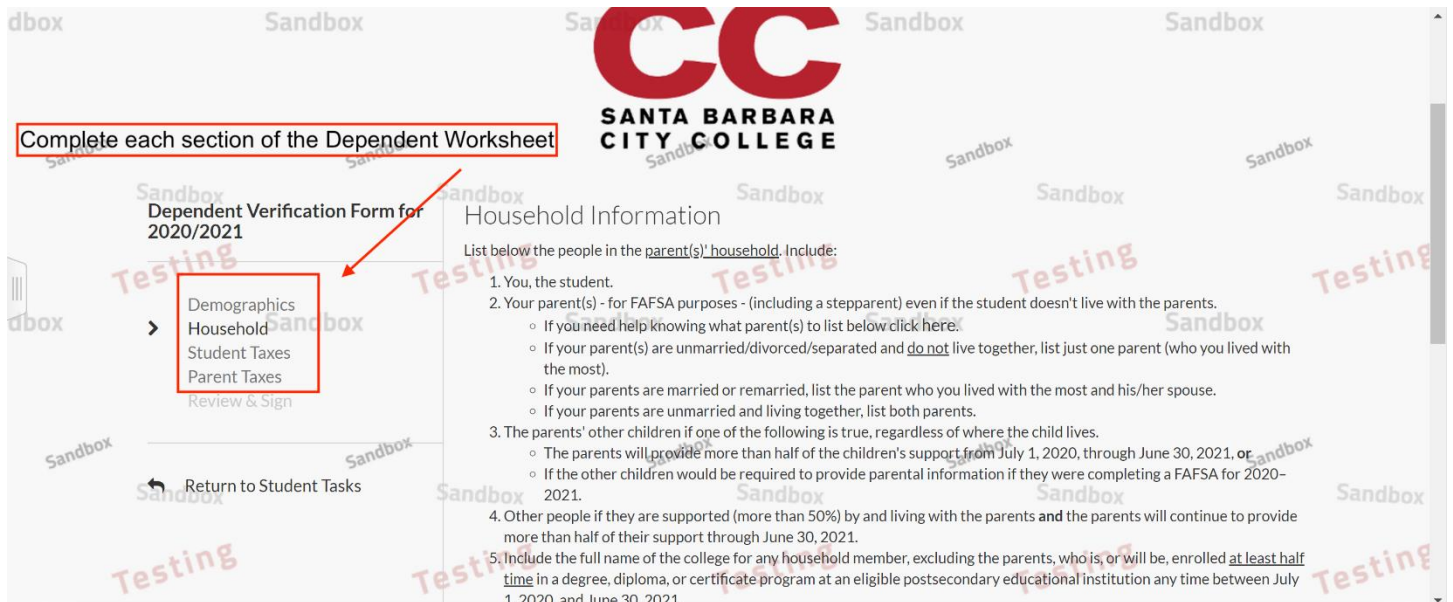


# Step by Step Instructions to 'Opt-Out' of E-Sign

Step 1: Log into your Online FAFSA Verification account, and then click on the Dependent. Then click on 'Fill Out' to begin the 'Opt-Out' process.



Step 2: Complete each section of the worksheet and review all the information is correct.



Step 3: In the 'Review & Sign' section you will have the option to 'Opt-Out'

When in the 'Review & Sign' Section you can choose to Opt-Out of E-Signature

Dependent Verification Form for 2020/2021

- Demographics
- Household
- Student Taxes
- Parent Taxes
- Review & Sign

Return to Student Tasks

**Santa Barbara City College**  
721 Cliff Dr  
Santa Barbara, CA 93109  
(805) 730-5157  
finaid@sbcc.edu

2020-2021 Verification Worksheet  
Dependent Student

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form

Step 4: Scroll towards the bottom of the form, and you will see the option to 'Opt-Out' will indicate No. To 'Opt-Out click' in the box

The student must sign and date this form.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.  
You should make a copy of this worksheet for your records.

E-Sign Password

Opt out of E-Sign  NO

Back E-Sign

Version 14.190.43329

Step 5: The Opt-Out section will now indicate 'Yes'. The instructions to submit the form will become available. After reading the instructions click on 'Confirm'

The student must sign and date this form.

Instructions will appear after you choose to Opt-Out

### Confirm opt out of E-Sign

When you opt out of e-signature you must upload a signed copy of the form by completing the following steps:

1. Click Download at the bottom of the next page
2. Print form
3. Sign your document
4. Scan or take a picture of your document
5. Save the file or image on your desktop
6. Upload the document to the task

After reading instructions click 'Confirm'

Confirm Cancel

Opt out of E-Sign  YES

The option will now change to 'Yes'

← Back

Version 14.190.43329

Sandbox

Testing

Date

E-Sign Password

E-Sign

Step 6: To sign the form click on 'Download'

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 must sign and date this form.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.

Opt out of E-Sign  YES

← Back

The option to 'Download' the form will now be available

Download

Version 14.190.43329

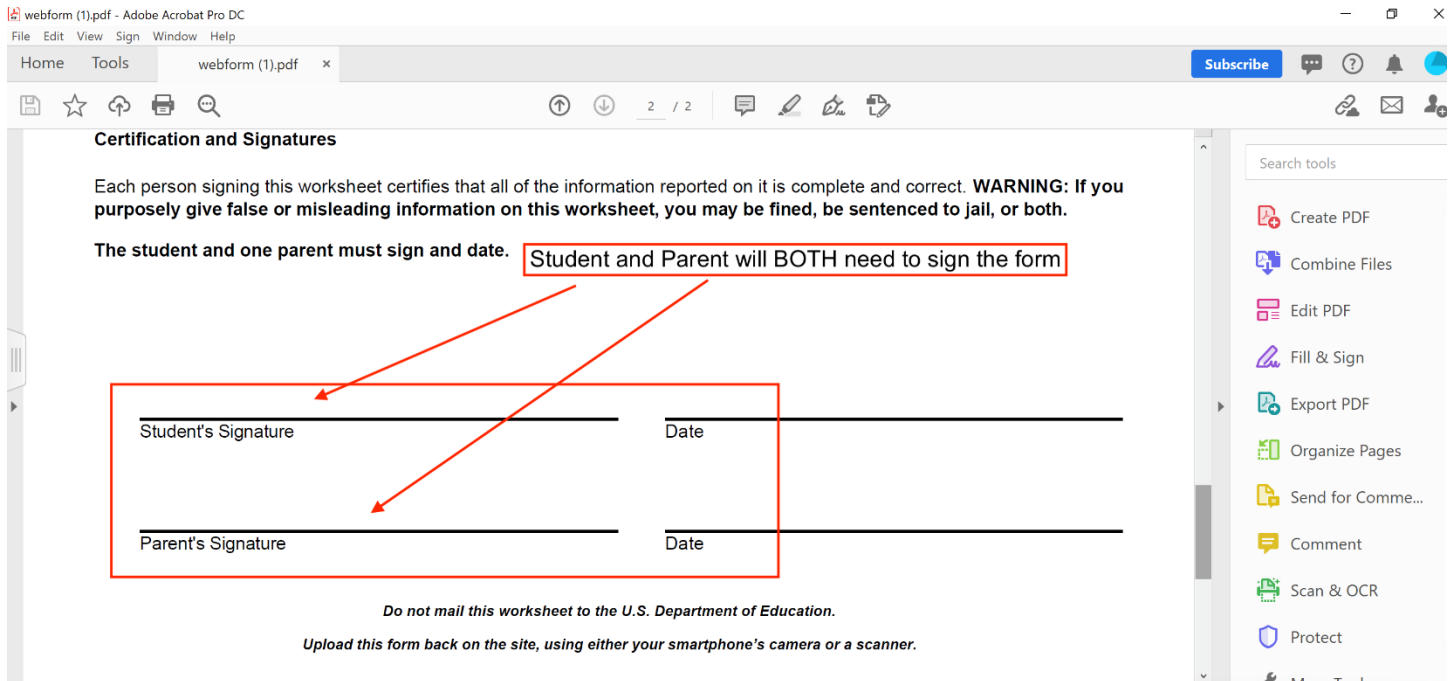
Sandbox

Testing

Step 7: The form will become available to download as a PDF document.



Step 8: Student and Parent will BOTH need to provide a 'Wet Signature'. Parent and student have to have the same type of signature.



Step 9: After the form has been signed by both student and parent the form can be uploaded. To upload the form click on 'Upload'

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

### Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

✔ 2020-2021 Dependent Verification Web Form ⓘ

Fill Out

Download	Date Filled Out
<a href="#">2020-2021 Dependent Verification Web Form</a>	11/04/2020

○ Upload 2020-2021 Dependent Verification Web Form ⓘ

Upload

After the Form has been signed by BOTH student and parent you will click on 'Upload' to submit the form