Preparing to sign your FAFSA electronically

The FSA ID username and password are used to sign the Free Application for Federal Student Aid (FAFSA) and other important financial aid paperwork. Each student and at least one parent must have a unique FSA ID in order to electronically sign the FAFSA.

Steps to creating an FSA ID

PAGE ONE
2. To create a new FSA ID, click the tab that says Create An FSA ID. At any time if you forget your password, you can reset it by selecting the tab that says Manage My FSA ID.
3. Create and enter a username between 6–30 characters long using any combination of numbers and letters. The username is not case sensitive. Avoid using personal identifiers (i.e., date of birth, name, etc.).
4. Create, enter and confirm a password between 8–30 characters long. The password is case-sensitive and must include a combination of numbers, upper case letters and lower case letters.
5. Click Continue.

PAGE TWO
6. Enter your name exactly as it appears on your Social Security card.
7. Enter your date of birth (mm/dd/yyyy).
8. Enter your Social Security number as printed on your Social Security card.
9. Click Continue.

PAGE THREE
10. Enter your email. Note: This email address cannot be associated with any other FSA ID.
11. Confirm your email address.
12. Enter your mobile phone number. Note: This phone number cannot be associated with any other FSA ID.
13. Confirm your mobile phone number.
14. (HIGHLY RECOMMEND!) Check the box to allow your mobile phone number to receive one-time secure codes if you forget your username or password.

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15. Enter an alternative phone number (not required).
16. Enter your mailing address.
17. Enter your city, state and zip code.
18. Select your language preference.
19. Click Continue.

PAGE FOUR
20. Select Challenge Question 1 and type in the answer.
21. Select Challenge Question 2 and type in the answer.
22. Select Challenge Question 3 and type in the answer.
23. Select Challenge Question 4 and type in the answer.
24. Click Continue.

PAGE FIVE
25. Review your information for accuracy.
26. Check the box to certify the information provided is correct and to accept the terms and conditions.
27. Click Continue.

PAGE SIX
28. Verify your mobile phone number by retrieving the six-digit secure code and entering it in the box provided.

PAGE SEVEN
29. Verify your email address by retrieving the six-digit secure code and entering it in the box provided.

It will take the Federal Government about 1–3 business days to complete the Social Security Administration (SSA) verification process; however, you can still use your FSA ID to complete and electronically submit your FAFSA during this time.

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1 Answers must be unique and used only once. Below are some challenge questions to choose from:

- What was the name of your elementary school?
- What is the nickname of your youngest sibling?
- What city were you born in?
- Who was your first boss?
- What was the name of your first pet?
- What was your high school’s mascot?
- What color was your first car?
- What is your mother’s maiden name?
- What was the name of the first person you kissed?
- What was the name of your first teacher?
- What was the place/location of your senior prom?
- What was the first movie you saw in a theater?
- What is the name of your house of worship?
- What is the name of the street where you grew up?
- What is your father’s middle name?
- In what city did your parents meet?
- What was your childhood nickname?
- Who was your favorite singer/band in high school?
- What is the first name of your best friend?