



FSA ID – Procedures for 2023/2024

What is an FSA ID?

- An FSA ID is a personal and verified identifier which contains a **username** and a **password**.
- Each FSA ID must use a unique email and cell phone number (no sharing).
- An FSA ID enables each person to access and electronically sign the FAFSA form.
- FSA ID information should be retained in a secure location because it is used each time you need to access the FAFSA form.
 - Students & families use their FSA IDs each year the student is in school.

Why do you need an FSA ID?

- Students and parents **CANNOT** access the FAFSA form without FSA IDs.
- An FSA ID is required to electronically sign the FAFSA form by both the student and the parent.
- Paper signature forms are no longer available; all FAFSA forms must be signed electronically

Who needs an FSA ID?

Family Situation	Who Needs an FSA ID
Biological Parents Married Filing Jointly	Student & Either Parent
Biological Parents Married Filing Separately OR Biological Parents Not Married, but Living Together	Student & Both Parents
Biological Parent Single – Never married & providing most financial support	Student & Custodial Parent
In the case of divorce or separation, determine which parent provides the most financial support - that parent must obtain an FSA ID. This may be the custodial parent (the one with whom the student lives most of the time) or it may be the non-custodial parent.	Student <i>TBD whether the step-parent or custodial parent will need an FSA ID.</i>
An independent student fits at least one of the following criteria: <ul style="list-style-type: none"> ○ At least 24 years of age ○ Married ○ On Active Duty in the U. S. Armed Forces ○ Financially supporting dependent children ○ An Orphan (both parent deceased) ○ A Ward of the Court ○ An Emancipated Minor 	Independent Student & Student's Spouse (if married)

When should you get an FSA ID?

- Obtain your FSA IDs well before you want to complete the FAFSA.
 - You can no longer obtain your FSA ID and immediately begin the FAFSA
- We recommend you secure your FSA IDs the summer before the student's senior year in high school.

How is my FSA ID verified and how long does it take?

- Verification of your FSA ID may be done via email, cell phone or through an authenticator.
 - We recommended setting up as many verification methods as you are able.
 - You will need access to email and text message to verify each account.
- It may take 3-5 days after registering for an FSA ID verification to be complete.
- Once your FSA ID is verified, you will receive a one-time “back door” code.
 - Retain this code with your other account information.
- Students or parents who have previously obtained an FSA ID (for self or older student) may need to complete the multi-step verification process.



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