Beginning in March 2020, financial aid applicants may receive a notification email from the Solano Community College Financial Aid Office regarding additional documents that need to be submitted. Using the MySolano student portal, applicants will select the Financial Aid Requirements link and automatically be routed to their external ProVerify Student Dashboard, where they will electronically complete and sign the requested forms.

If an additional signer is required, applicants will have the option to provide his/her email address where DocuSign can send a secure link requesting their signature on the financial aid form.

Our partnership with ProVerify and DocuSign will provide applicants with an easier method of completing their financial aid documents and speed up processing times. Accessible from anywhere, DocuSign replaces manual, paper-based processing methods resulting in accelerated transactions that increase the speed of receiving results, improve visibility and control, and streamline the Financial Aid application process for Solano Community College students.

We hope this new partnership will make the financial aid process easier and faster to complete!

Step 1: Log into your MySolano student portal. Scroll down to the **Financial Aid** section and select 2020-2021 Aid Year. Select the Requirements link to be automatically directed to your online ProVerify Student Dashboard.

Step 2: View the Solano Community College Student Dashboard. From the ProVerify Student Dashboard, you can view when a DocuSign document has been signed and linked with your student account. From the **File Action** column, select the **DocuSign link** to complete and sign requested forms. You can also select the View icon to review forms already completed.
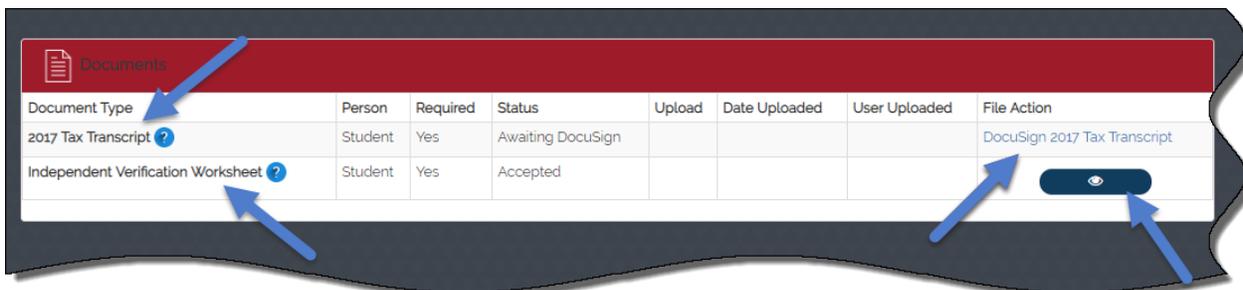
Step 3: Review the DocuSign Email. After clicking the DocuSign link from your ProVerify Student Portal, your web browser will open and you will be prompted to provide your first name, last name, and email address before entering the DocuSign form. Dependent Students will also be prompted to provide information for at least one parent.

Step 4: Agree to sign electronically. Select the **I agree to use electronic records and signatures** checkbox, then choose the **CONTINUE** button to begin the signing process. *IMPORTANT: To view and sign the documents, you must agree to conduct business electronically.*

Step 5: Start the signing process. Select the **START** button to the left to begin the signing process. Fields highlighted in red are required fields. You are taken to the first required field.
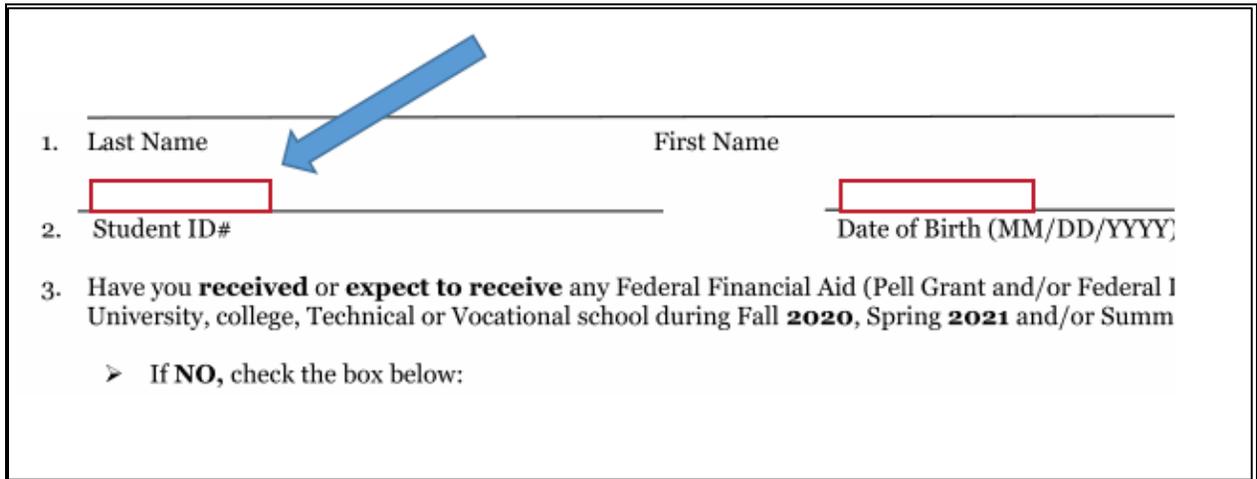
You can navigate to each required field by selecting the **NEXT** button, using the **Tab** button on your keyboard to advance to the next field, or by selecting a field using your **mouse**.
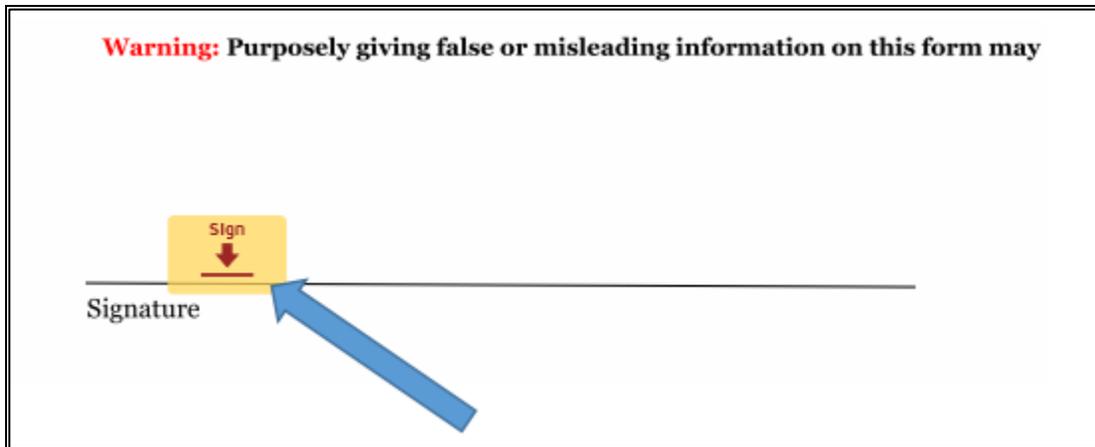
1. Last Name   First Name

2. Student ID#   Date of Birth (MM/DD/YYYY)

3. Have you **received** or **expect to receive** any Federal Financial Aid (Pell Grant and/or Federal I University, college, Technical or Vocational school during Fall **2020**, Spring **2021** and/or Summ

> ➤ If **NO,** check the box below:

Select the **Sign** button

Warning: Purposely giving false or misleading information on this form may

Sign

Signature

You are asked to "adopt Your Signature". A personal signature will be generated using the information you provided. Select the **ADOPT & SIGN** button. Your adopted signature displays on the appropriate signature line.

Select the **FINISH** button to complete your part of the DocuSign process.
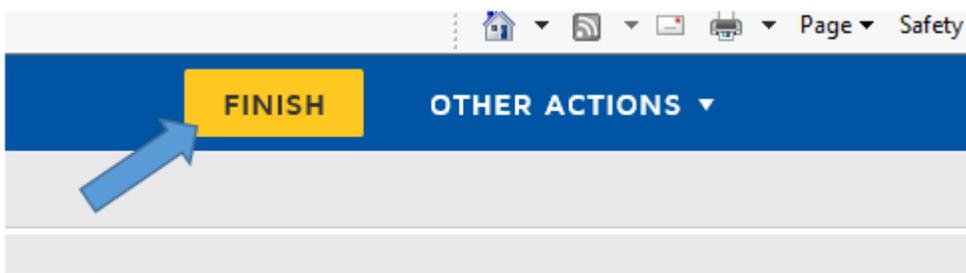
You can select the download or print icons to save a copy of the form for your records. If another Signers signature is needed on the form, the additional Signer will receive an email notification notifying them the form is ready for their signature.
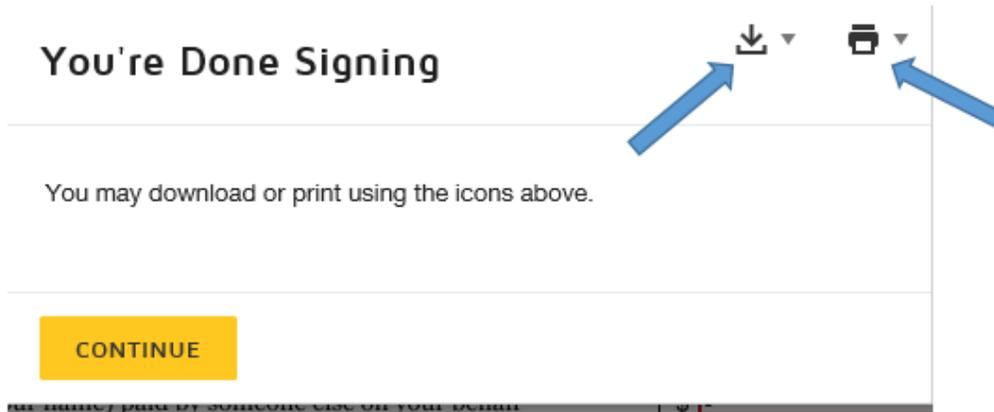
Additional Signers will receive an email notification that the form is ready for their signature. By selecting **REVIEW DOCUMENT**, additional Signers can add their signature to the form.

The student will receive an email notification that all Signers have signed the form and the signing process is completed. Select **VIEW COMPLETED DOCUMENT t**o review the completed form and/or to download/print a copy for your records.