FINANCIAL AID 101

Helping you navigate the financial aid world at PBSC

In this issue:

• Understanding DocuSign forms

What are the steps to submit an online form through DocuSign?

We've mentioned before that the most efficient way to submit your documents to the financial aid office is through online. Submitting them online provides a confirmation when you submit it, it is fast and secure, and most important you prevent most simple errors (e.g. forgetting to check a required box) that happen when forms are filled out by hand.

Q: What are the steps to submit a DocuSign form?
A: Once you know the form(s) you need to submit, you can search for the forms on our financial aid page. Click on the name of the form and you will be taken to the DocuSign sign in page.

Please note that some of our forms have independent and dependent versions. Please make sure to submit the correct one for the dependency status as assigned by your FAFSA.

Your form will guide you by highlighting the areas that need to be filled out. Depending on your answers, you might need to attach files to your form which you can upload in .pdf or .jpg format. You will know if a file should be attached by a paperclip popping up as you answer the questions.

Q: How will I know if my form was completed?
A: When the form is submitted you will receive a confirmation email.

Please note that if you are a dependent student, your parent will need to sign the form as well. They will receive a separate email to the address you listed on the first step and will need to follow the steps as highlighted by the form.

REVIEW DOCUMENT

Palm Beach State College User
pbsc@myprodoc.org

All parties have completed PBSC - - Independent Verification Worksheet for Jane Doe.

And you're done! Please allow 24 hours for the request to disappear from your PantherWeb. If you see the request return at a later time then you should contact us to find out the status of you application.