

## PURPOSE:

This job aid provides assistance with how to access, upload and submit your Federal Verification Worksheet through Workday.

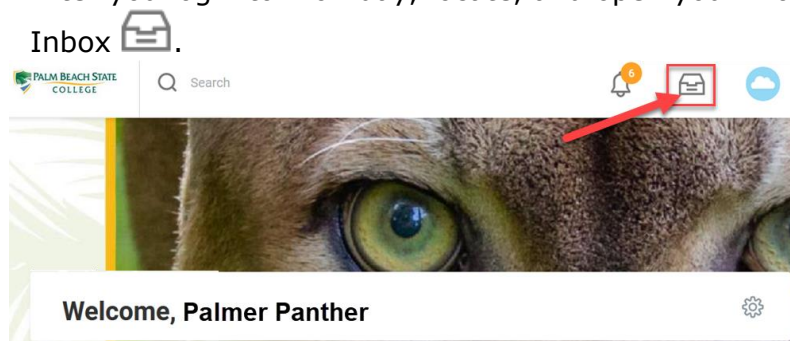
If you need additional assistance with this process or have specific questions about how to complete your Federal Verification Worksheet, please contact our Office of Financial Aid at 561-868-3330 or email at faocent@palmbeachstate.edu

## TASKS IN THIS JOB AID:

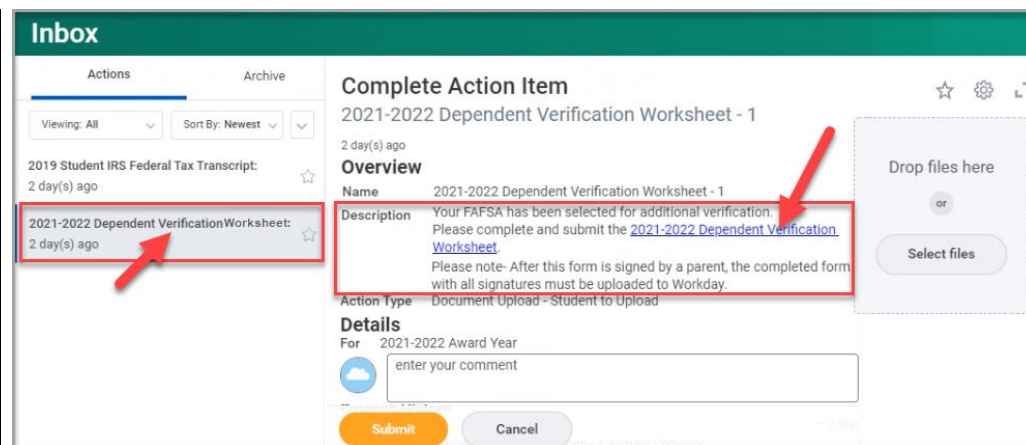
- Access and Submit a Dependent Verification Worksheet
- [Access and Submit an Independent Verification Worksheet](#)

## Access and Submit a Dependent Verification Worksheet

1. After you log into Workday, locate, and open your Workday

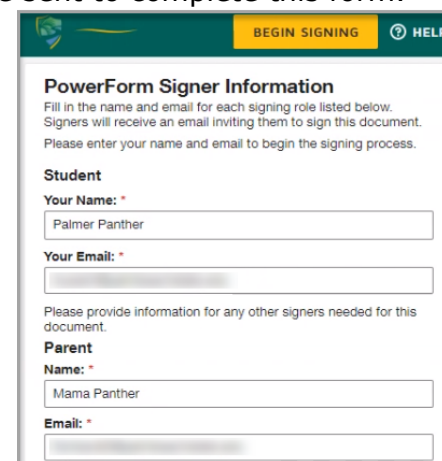


2. Click on Inbox item regarding your "...Dependent Verification Worksheet" and click on link within the **Description** portion.



3. Complete the online "PowerForm Signer Information" document that opens in a new tab. Once all required fields are complete, click the **Begin Signing** button on the upper right of the page.

**NOTE:** It is **crucial** to provide accurate names and email addresses on this screen. The names provided will populate into your digital Verification Worksheet, and the email addresses provided are where vital portions of this process are sent to complete this form.



# Financial Aid: Federal Verification Worksheet Submission

- Your digital Verification Worksheet displays. Complete all required fields and any applicable optional fields on the digital Verification Worksheet. Once fields are complete, scroll to the bottom of the worksheet and click on the required signature line.

information provided on this worksheet will be used if it differs from what was entered on the original FAFSA submitted.

No Required - Sign Here may be requested upon the review of this form. Please monitor your WorkDay Portal for additional information.

2/8/2021

Student Date Parent Date

Once you sign and click "Finish", this form will be sent to the Parent email address provided. The form is not considered complete until your parent has signed it.

- Confirm that your name, initials, and digital signature are correct. Then, click the **Adopt and Sign** button.

### Adopt Your Signature

Confirm your name, initials, and signature.

First Name: Palmer Last Name: Panther Initials\*: PP

SELECT STYLE DRAW UPLOAD

PREVIEW: DocuSigned by: Palmer Panther (DS) PP

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

- You will be redirected back to the digital Verification Worksheet. Click **Finish** at the bottom of the page, then click **Continue**.

### You're Done Signing

You are not yet complete! Please Download now and upload document to your WorkDay portal. (For forms still needing additional signatures, once they have signed please upload completed form with all signatures to your WorkDay portal.)

CONTINUE

2/8/2021

Student Date Parent Date

Once you sign and click "Finish", this form will be sent to the Parent email address provided. The form is not considered complete until your parent has signed it.

22 V1 Dependent Verification Worksheet (2).pdf FINISH

- The Parent that you indicated in step 3 will now receive an email sent to the email address that you provided. Please direct your parent to access their email inbox, open the email from Palm Beach State College, and follow the directions contained within that email to access and sign their portion of your digital Verification Worksheet. Once your parent completes their required fields of the digital Verification Worksheet, they will scroll to the bottom of the worksheet and click on the required Signature line. They will confirm that their name, initials, and digital signature are correct, and then click the **Adopt and Sign** button. When redirected to the Verification Worksheet they will click **Finish**.

Note: Additional information may be requested upon the review of this form. Please monitor your WorkDay Portal for additional communications.

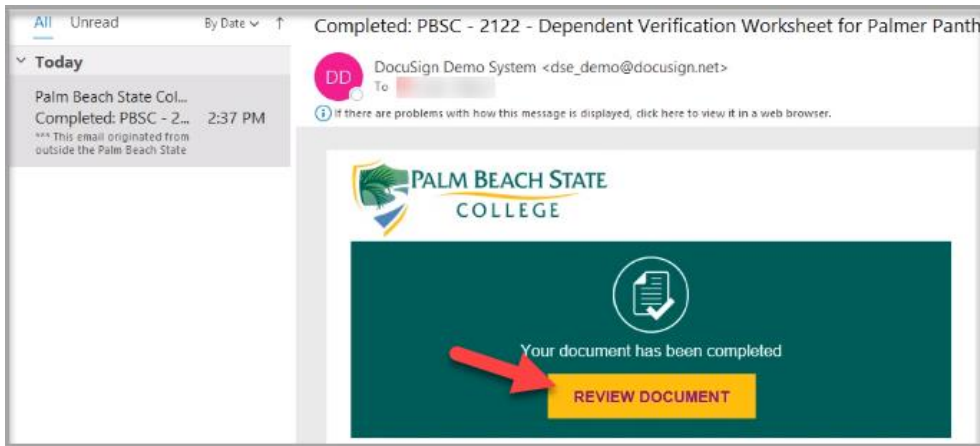
DocuSigned by: Palmer Panther 2/8/2021 Student Date

DocuSigned by: Mama Panther 2/8/2021 Parent Date

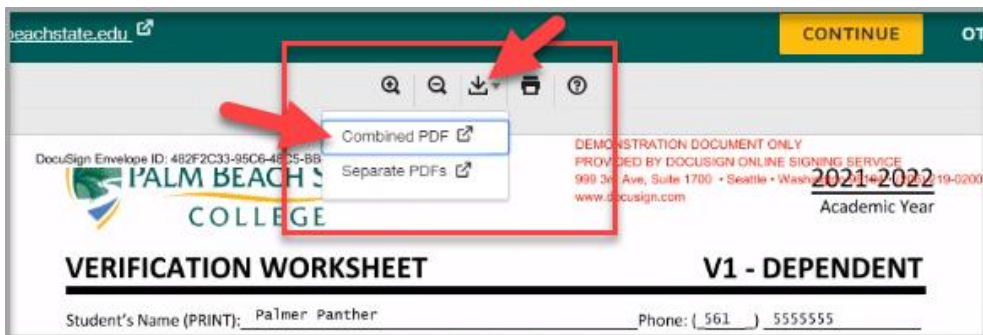
1-22 V1 Dependent Verification Worksheet (2).pdf FINISH

# Financial Aid: Federal Verification Worksheet Submission

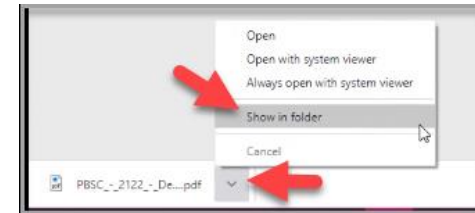
8. Now that your parent has completed their portion of the digital Verification Worksheet, you will receive an email to the email address you provided in step 3. Access your email, open the item from Palm Beach State College and follow the directions to Review your Document.



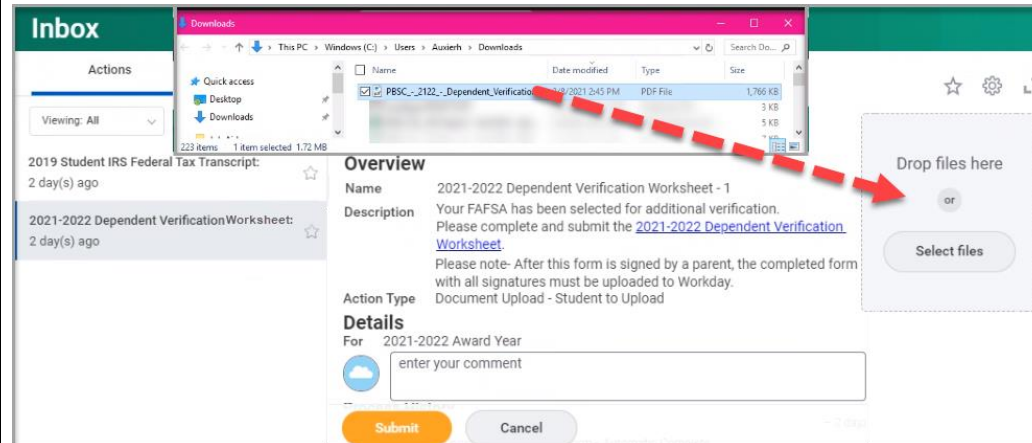
9. Above your digital Verification Worksheet, click the download icon, and select **Combined PDF**.



10. The Combined PDF will download. Locate the downloaded document in the toolbar at the bottom left of your screen. Click the dropdown arrow button associated with the file and select **Show in Folder**.



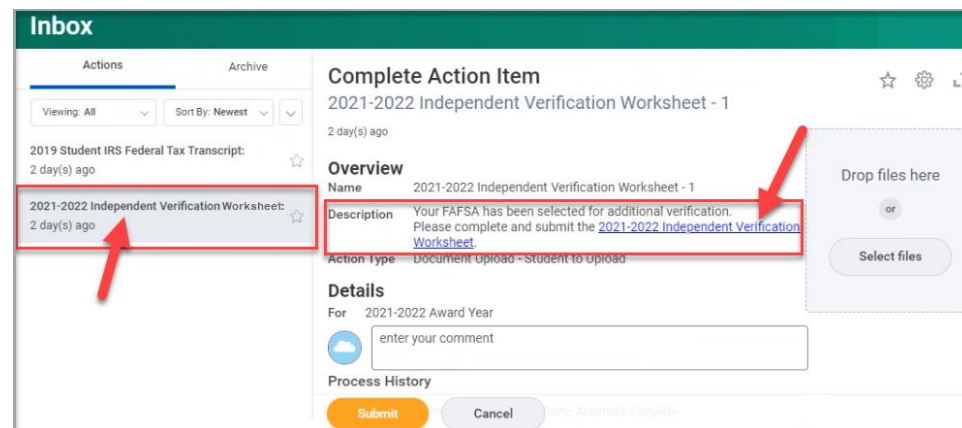
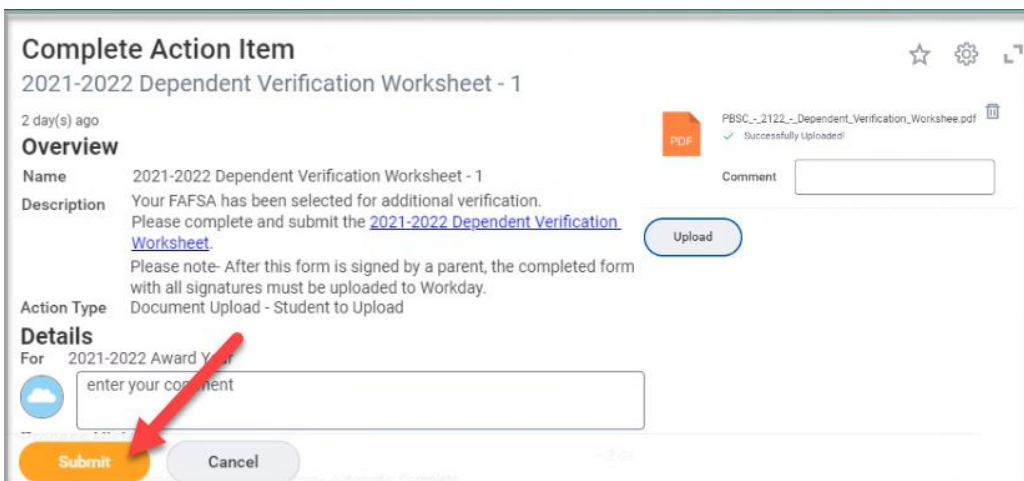
11. Leave this folder open while you navigate back to your Workday Inbox and your "...Dependent Verification Worksheet" inbox item. You can now select, drag, and drop your downloaded digital Verification Worksheet into the indicated area of your Workday Inbox Item.



**NOTE:** You can also click the **Select Files** button, locate, and upload your downloaded Combined PDF from your device.

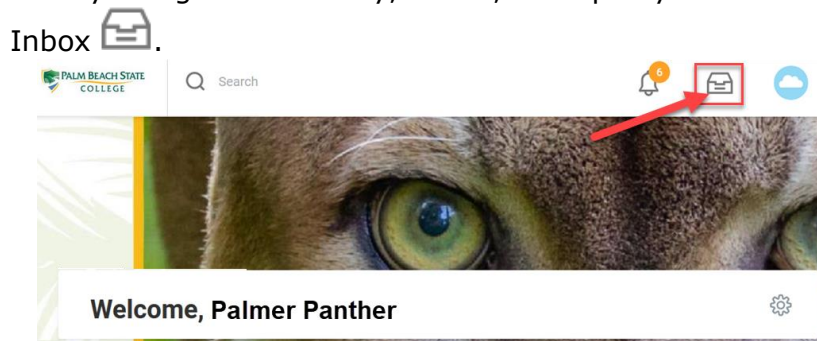
12. Now that you have uploaded your Combined PDF of your downloaded digital Verification Worksheet, click the **Submit** button at the bottom of the Workday Inbox Item. Then click **Done**.





## Access and Submit an Independent Verification Worksheet

1. After you log into Workday, locate, and open your Workday



2. Click on Inbox item regarding your "...Independent Verification Worksheet" and click on link within the **Description** portion.

3. Complete the online "PowerForm Signer Information" document that opens in a new tab. Once all required fields are complete, click the **Begin Signing** button on the upper right of the page. *Spouse* information is **only** required if you are legally married.

**NOTE:** It is **crucial** to provide accurate names and email addresses on this screen. The names provided will populate into your digital Verification Worksheet, and the email addresses provided are where vital portions of this process are sent to complete this form.

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

**Student**  
Your Name: \*  
Palmer Panther  
Your Email: \*

Please provide information for any other signers needed for this document.

**Spouse (if Applicable)**  
Name:  
Full Name  
Email:  
Email Address

- Complete all required fields and any applicable optional fields on the digital Verification Worksheet. Once fields are complete, scroll to the bottom of the worksheet and click on the required Signature line.

**Note:** Additional information may be requested upon the review of this form. Please monitor your WorkDay Portal communications.

2/8/2021

Student Date Spouse Date

- Confirm that your name, initials, and digital signature are correct. Then, click the **Adopt and Sign** button.

### Adopt Your Signature

Confirm your name, initials, and signature.

First Name: Palmer Last Name: Panther Initials\*: PP

**SELECT STYLE** DRAW UPLOAD

PREVIEW Change Style

DocuSigned by: Palmer Panther DS PP  
4B557EC0442B4C6...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

- You will be redirected to the Verification Worksheet. Click **Finish** at the bottom of the page.

**NOTE:** If you are legally married and input information for a Spouse during Step 3, your spouse **must** access their received email, complete, and sign their portion of the digital Verification Worksheet. Once they have finished this, you will receive an email from PBSC to the email address you provided in step 3. Access that inbox, open the email received from PBSC, follow the directions to open and

review your digital Verification Worksheet. From there you can click the download icon and select the **Combined PDF** option. You can now move to Step 8 of this chapter.

DocuSigned by: Palmer Panther Student 2/8/2021 Date Spouse Date

2021-22\_V1\_Independent\_Verification\_Worksheet (4).pdf **FINISH** 2 of 2

- At the *You're Done Signing* pop up **DO NOT** click Continue. Rather click the Download icon on the upper right of the popup box and select **Combined PDF**.

### You're Done Signing

Combined PDF

Separate PDFs

You are not yet complete! Please Download your WorkDay portal. (For forms still needing additional signatures, once they have signed please upload completed form with all signatures to your WorkDay portal.)

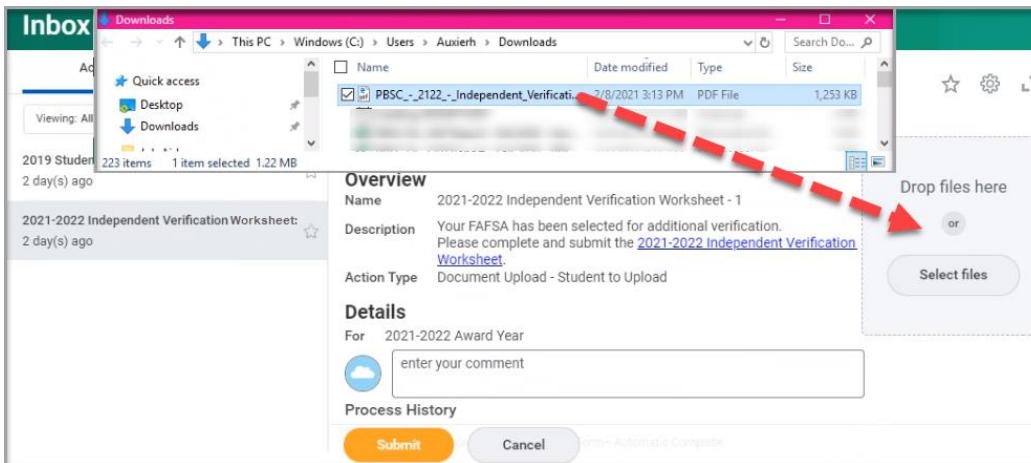
**CONTINUE**

- The Combined PDF will download. Locate the downloaded document in the toolbar at the bottom left of your screen. Click the dropdown arrow button associated with the file and select **Show in Folder**.

Open  
Open with system viewer  
Always open with system viewer  
**Show in folder**  
Cancel

PBSC\_-\_2122\_-\_Ind....pdf

9. Leave this folder open while you navigate back to your Workday Inbox and your "...Independent Verification Worksheet" inbox item. You can now select, drag, and drop your downloaded digital Verification Worksheet into the indicated area of your Workday Inbox Item.



**NOTE:** You can also click the **Select Files** button, locate, and upload your downloaded Combined PDF from your device.

10. Now that you have uploaded your Combined PDF of your downloaded digital Verification Worksheet, click the **Submit** button at the bottom of the Inbox Item. Then click **Done**.

