*** The FSS is ONLY available in the STUDENT's Account. You must have access to the student's phone or email to access the verification code ***

1. Go to the FAFSA Student Aid website	https://studentaid.gov/h/apply-for-aid/fafsa
2. Choose the Access Existing Form	2024–25 FAFSA® Form Start New Form Access Existing Form
 Log in with the STUDENT's user credentials and go through all of the verification steps 	Log In State Log In State Phone Forget My Username Password Forget My Password Forget My Password Log In
 Once logged in, under My Activity, make sure Processed is checked off, then click on 2024-2025 FAFSA Form 	My Activity View All Activity > 2024–25 FAFSA® Form Processed Submitted: 03/18/2024
5. Look for the FAFSA Submission Summary is Ready! Notice and click on the button FAFSA Submission Summary	Your FAFSA Submission Summary is ready! Your FAFSA Submission Summary gives you information about your eligibility for federal student aid and lists your answers to the questions. FAFSA Submission Summary
 At the top right of the page, select Print FAFSA Submission Summary. 	Print FAFSA Submission Summary
 7. In the print dialog, instead of printing, choose the SAVE AS PDF option. Choose Portrait mode and set pages to 1 to 3. We require the pages up until the Personal Circumstances section (which should be the 1st 3 pages) Save this PDF file with a filename that includes your Last, then First name. 	Google Chrome Print Print 3 pages Destination Save as PDF 1-3 1-3 Layout Portrait