## \*\*\* The FSS is ONLY available in the STUDENT's FAFSA 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 Edit a 2025–26 FAFSA® Form or Accept an Invitation	Edit a 2025–26 FAFSA <sup>®</sup> Form or Accept an Invitation Log In To Edit
3. Log in with the <b>STUDENT's</b> user credentials and go through all of the verification steps	Log In SA ID Username, Email, or Mobile Phone Forget My Username Password Forget My Password Cog In
4. Once logged in, under <b>My Activity</b> , the 2025-2026 FAFSA Form must say Processed. If it doesn't, you must wait until it does so before clicking on the Form to continue	My Activity View All Activity > 2025–26 FAFSA® Form Processed
5. Look for the FAFSA Submission Summary is Ready! Notice and click on the button <b>FAFSA Submission</b> <b>Summary</b>	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
6. At the top right of the page, select <b>Print FAFSA Submission</b> <b>Summary</b> .	Print FAFSA Submission Summary
<ul> <li>7. In the print dialog, instead of printing, choose the SAVE AS PDF option. Choose Portrait mode and set pages to 1 to 4. We require the pages up until the Demographics section (which should be ~ the 1st 4 pages)</li> <li>Save this PDF file with a filename that includes your Last, then First name.</li> </ul>	Google Chrome Print   Print 3 pages   Custom 1-3   Layout Portrait   Output: Destination in Province data and forter in the set of the set o