



# HOW TO COMPLETE ELECTRONIC FORMS

So, you've been selected for verification and you're not sure how to complete your requirements.

Don't worry! We've developed this step-by-step guide to walk you through the process, and offer answers to some of the questions you may be asking. Let's get started!

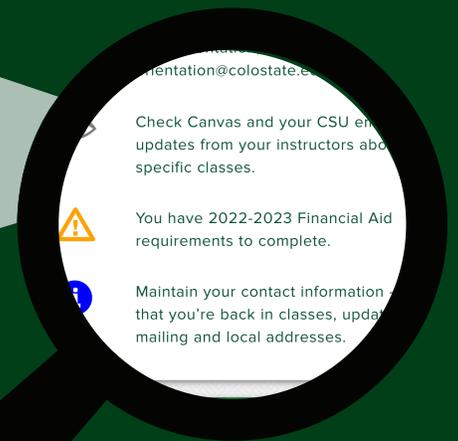
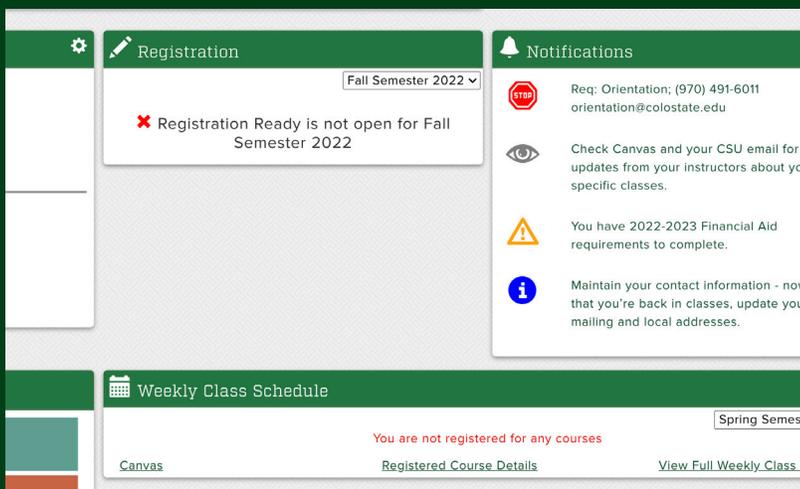


**IMPORTANT!** Students will begin ALL forms in RAMweb; don't skip this step.

**NOTE:** This guide will use the "Household Information for Dependent Students" form in the examples, but these guidelines can be applied to all forms.

## STEP 1

You (the student) will login to RAMweb. On the homepage you should see a message under "Notifications" that says you have requirements to complete. Click on that notification.



## STEP 2

After you've clicked on the homepage notification, you will be redirected to a financial aid landing page where you can access your requirement(s). Click the red text under "Requirements".



A screenshot of the financial aid landing page. At the top left is a 'Back' button with a left arrow. Below it are three main sections: 'Eligibility' with a green checkmark and the text 'You meet all of the general eligibility criteria to receive financial aid.'; 'Requirements' with a red-bordered box containing 'Required' and 'Last Update: 12/31/2021 2'; and 'Activity' with an information icon and the text 'Your College Financing Plan is not available.' and a green checkmark with the text 'We received your FAFSA on 12/30/2021 12:00:00 AM.'

## STEP 3

The next page will show you a list of all the requirements that you have. Click the name of the requirement to access the required form.

A screenshot of the 'Requirements - 2022-2023' page. It features a purple header, a yellow warning icon with the text 'You have been selected for verification.', and a red 'X' icon with the text 'All your documents must be submitted before processing can be completed.' Below this is a section titled 'How to get documents to Office of Financial Aid:' with a bulleted list of instructions. An information icon is followed by the text 'Receipt of documents will reflect within 10-14 business days. Once all documents are submitted and complete, awarding of Financial Aid will occur within 4 w'. At the bottom is a table with columns for Requirement, Status, Last Activity Date, and Instructions.

Requirement	Status	Last Activity Date	Instructions
<a href="#">Dependent Household Information</a>	Incomplete - See Instructions	1/18/2022	
<a href="#">Financial Aid Terms and</a>	Satisfied	1/14/2022	



## STEP 4

Click on a requirement to be taken to the instructions page of the Dynamic (electronic) Form.

- Dependent students will need to provide the information for the parent that will be completing the parent portion of the form.
- It is important that the parent email is typed accurately here.
- The parent email **MUST** be different than the student email.

Colorado State University

To complete the Professional Judgment Appeal - Dependent Form, please follow these steps:

1. Enter the first name, last name, and email address for the parent/guardian that was on your 2022-2023 FAFSA. They will be required to co-sign the form.
2. Select the "Continue" button to be directed into the form, where you will be asked to provide information which might require help from your parent/guardian.
3. Please complete all required and any applicable fields before selecting the "Next" button.
  - a. If you cannot complete the form all at once, you may select "Save Progress" to save your information and complete it later.
4. Electronically sign the form by typing your name and selecting "Submit"

Once you have submitted the form, you will receive a confirmation email and your parent/guardian will receive an email with instructions to complete and sign their portion of the form.

After the form has been completed and signed by both you and your parent/guardian, it will be sent to the Office of Financial Aid for processing.

Form Participants

Parent/Guardian

First Name

Last Name

Email

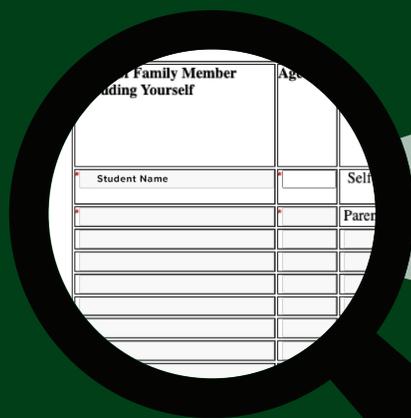
Continue



## STEP 5

For dependent students, the parent portion of the form will be viewable but locked from editing (parent fields are grey). You will only be able to fill out the fields that are not grey.

If an area is grey, it means your parent must fill out that part later.



Name of Family Member Including Yourself	Age	Relationship (Self, parent, sibling)	Will this family member attend college at least half-time in 2022-2023 in a degree seeking program?	Please list the name of the family member below if this family member will be attending college at least half-time in 2023.
Student Name	<input type="text"/>	Self	Yes	Colorado State University
		Parent	-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
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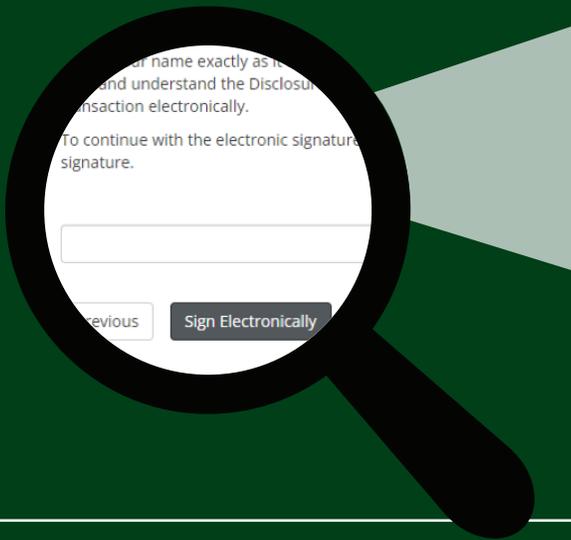
Parent: For any person listed above who is not a part of your immediate family, please write a statement explaining how you will provide at least half of their support and will continue to provide at least half of their support through June 30, 2023.

Notice in this example that the only field for the student to fill out is their age. The rest of the fields are greyed out because the parent will complete those fields.

The student simply inputs their age and clicks "Next".

## STEP 6

Once you click next, you will be taken to the signature page. The student should type their name as it is spelled above the corresponding boxes.



**Electronic Signature**

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

William  Smith

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.  
[Opt out and print](#)

## STEP 7

The student will receive a confirmation email.

Their parent will receive an email with a link to complete the parent portion of the form. Parents must use the link in the email to access and complete the form.

 OFFICE OF FINANCIAL AID  
COLORADO STATE UNIVERSITY

Hello,

You are receiving this email because  needs your help completing the 2022-2023 Professional Judgment Appeal - Dependent form. Please click the link below to log in to the Dynamic Forms website to complete the form. If this is your first time logging in, you will need to create an account.

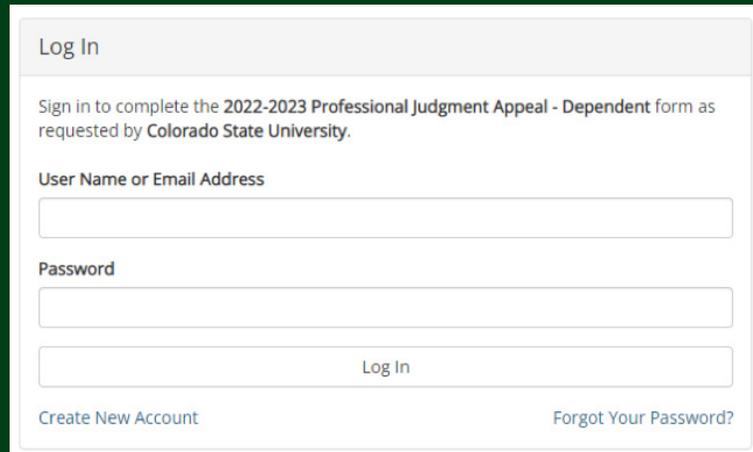
Tips for filling out the form:

1.  already completed the student section of the form
2. You will need to fill out the parent section of the form. If there is not a parent section, you will only need to review the information and sign the form.
3. If there are errors on the student section of the form, you will need to select the 'Reject' button to send the form back to the student.
  - a. Selecting 'Reject' will pull up an email box where you can tell  what needs to be corrected.
4. Once you have completed the parent section, if there is one, and you have reviewed the student portion, please select 'Next' to electronically sign the form by typing your name and selecting 'Submit'

[Click here to complete your section of the form.](#)

## STEP 8

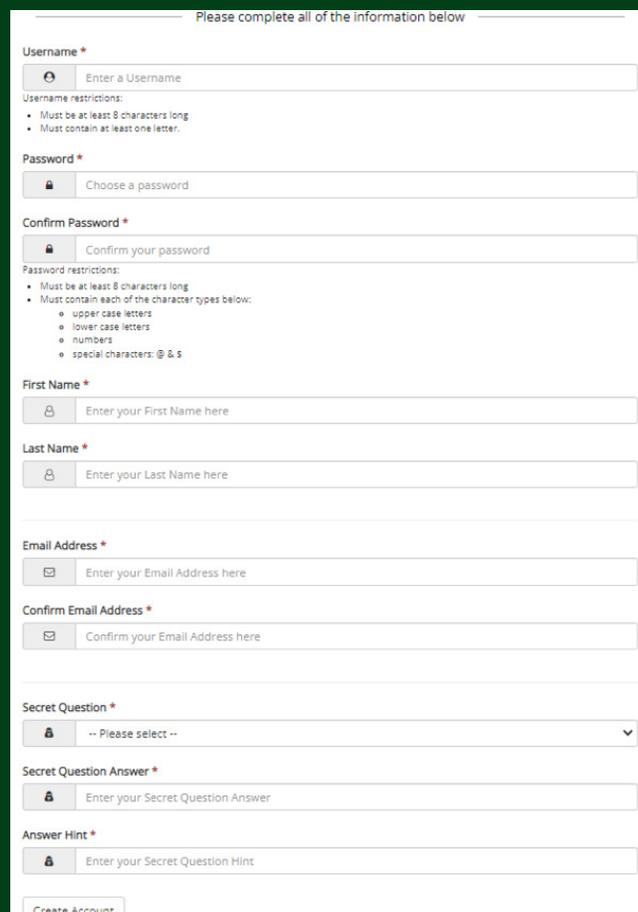
The parent will be taken to a login page. If this is the parent's first time using Dynamic Forms, they will need to click to "Create New Account". Otherwise, they will login with the username and password they previously created.



The screenshot shows a "Log In" page with the following elements:

- Log In** (header)
- Text: "Sign in to complete the 2022-2023 Professional Judgment Appeal - Dependent form as requested by Colorado State University."
- User Name or Email Address** (label) with an input field.
- Password** (label) with an input field.
- Log In** (button)
- [Create New Account](#) (link)
- [Forgot Your Password?](#) (link)

If the parent needs to create an account, this is what they will see



The screenshot shows a registration form with the following fields and requirements:

- Username \***: Input field with placeholder "Enter a Username".  
Username restrictions:
  - Must be at least 8 characters long
  - Must contain at least one letter.
- Password \***: Input field with placeholder "Choose a password".
- Confirm Password \***: Input field with placeholder "Confirm your password".  
Password restrictions:
  - Must be at least 8 characters long
  - Must contain each of the character types below:
    - upper case letters
    - lower case letters
    - numbers
    - special characters: @ & \$
- First Name \***: Input field with placeholder "Enter your First Name here".
- Last Name \***: Input field with placeholder "Enter your Last Name here".
- Email Address \***: Input field with placeholder "Enter your Email Address here".
- Confirm Email Address \***: Input field with placeholder "Confirm your Email Address here".
- Secret Question \***: Dropdown menu with placeholder "-- Please select --".
- Secret Question Answer \***: Input field with placeholder "Enter your Secret Question Answer".
- Answer Hint \***: Input field with placeholder "Enter your Secret Question Hint".
- Create Account** (button)

## STEP 9

Once the parent logs in, they will complete their portion of the form. They will be able to see what the student typed in their portion. Notice that now the rest of the form is not greyed out.

Name of Family Member Including Yourself	Age	Relationship (Self, parent, sibling)	Will this family member attend college at least half-time in 2022-2023 in a degree seeking program?	Please list the college below if this family member will be attending college at least half-time in 2022-2023.
	18	Self	Yes	Colorado State University
		Parent	-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
			-- Choose --	
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			-- Choose --	
			-- Choose --	
			-- Choose --	

Parent: For any person listed above who is not a part of your immediate family, please write a statement explaining how you provide at least half of their support and will continue to provide at least half of their support through June 30, 2023.

Explanation of Support

Each person signing this form certifies that all of the information reported is complete and correct.

[Return for Revision](#) [Next](#)

## STEP 10

The parent will sign the form. The parent and student will both receive a confirmation email that the form was submitted.

**\*\*If a student or parent is unable to electronically sign, they can opt out, print the signature page, and submit that to the Office of Financial Aid.**

### Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

[Previous](#)[Sign Electronically](#)

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Once a form has been fully completed with the signatures, it will be reviewed.

# TROUBLESHOOTING

## If you are having trouble accessing or submitting a form

- Clear your browser's cookies and cache
- Try a different web browser
- We've noticed that sometimes Dynamic Forms does not always work with @aol or @comcast emails; try a different email
- Make sure that all fields are filled out completely and properly
- Read all form instructions closely

## Parent having trouble accessing form

- If completing the form for the student and parent on the same computer and web browser, please close the browser completely after finishing the student section. This ensures that the student is no longer logged into Dynamic Forms through RAMweb.
- Be sure that the student completed their portion first and the parent is accessing the form from the link in the email sent to them
- If parent didn't receive the email, student can contact Financial Aid to confirm the email address provided. If email is incorrect, we can correct it and resubmit the form to be sent to the parent.

## Missing a form

- We will only request the forms that we think we need, so instead of giving you a long list of forms to choose from we only show you the forms that are relevant to you. If you are looking for a particular form that is not already on the requirements page, please reach out and we can help you access it!