



ELECTRONIC FORMS PARENT USER GUIDE



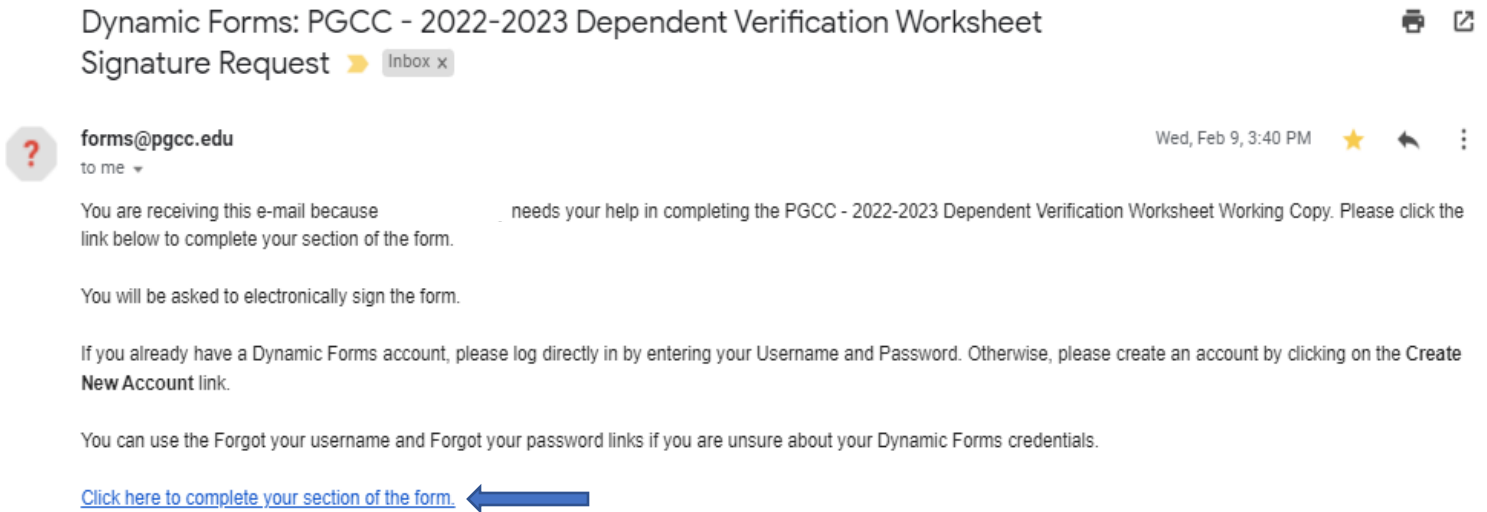
Contents

How to Access Required Forms – Parent Guide.....	2
How to create a new Parent User Account.....	3
How reset password or retrieve User Name	6
How review a form and/or return a form for corrections.....	7
How to E-Sign and Submit Electronic Forms.....	10
How to access submitted forms.....	12
How to secure Parent User Account	13

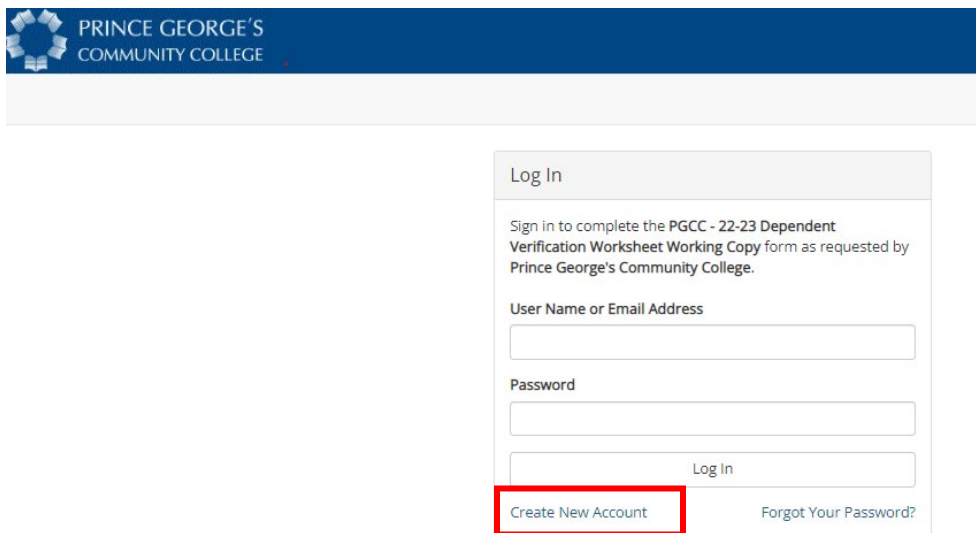
How to access Electronic Forms – Parent Guide:

Parents must create a free account with our vendor ‘Dynamic Forms’ to review and sign Financial Aid forms electronically.

1. Click on the link provided in the email from forms@pgcc.edu requesting your e-signature on a form. (Note: Please do not reply to this email address, as it is a no- reply inbox)



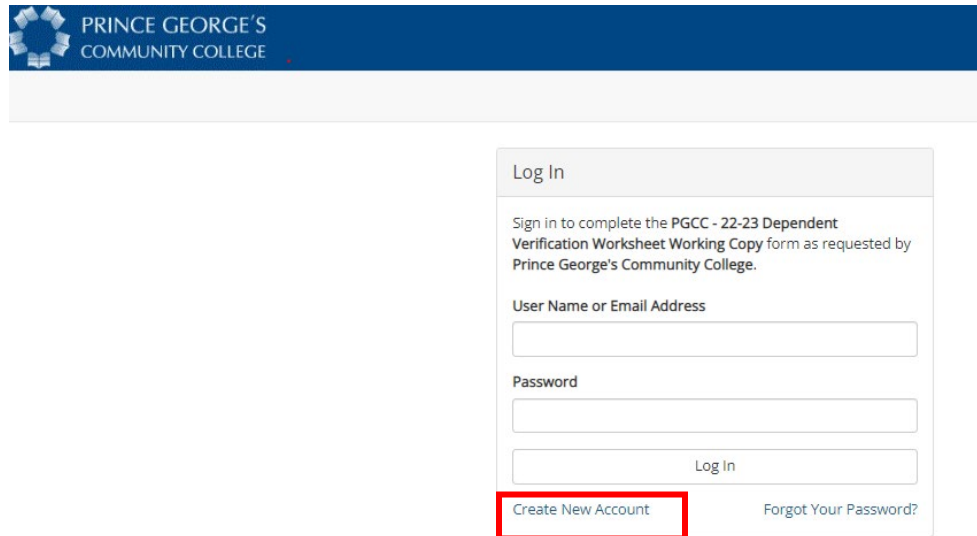
2. The link will take you to Prince George’s Community College’s – Dynamic Forms log in page.



3. Click on ‘Create a New Account’ if you are logging in for the first time, otherwise enter your user name and password to log in.

How to create a new Parent User Account:

1. Click on 'Create a New Account' button if you are a new user to Prince George's Community College – [Dynamic Forms](#) log in page.



PRINCE GEORGE'S
COMMUNITY COLLEGE

Log In

Sign in to complete the PGCC - 22-23 Dependent Verification Worksheet Working Copy form as requested by Prince George's Community College.

User Name or Email Address

Password

Log In

Create New Account

Forgot Your Password?

2. Complete the enrollment process by creating a user name for yourself, set a password, and select a security question.
3. Enter your first and last name and provide the email address used to receive the signature request email from Prince George's Community College.

Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password *

This field is required.

Confirm 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: @ & \$

Email Address *

Confirm Email Address *

Secret Question *

Secret Question Answer *

Answer Hint *

Create Account

4. After entering all the required information, click on 'Create Account' button.
5. To activate your new account, log into the email account used to create your Dynamic Forms account. You should receive an email called Confirm your email from notify@ngwebsolutions.com.

Verify your email

We sent an email to your inbox

Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

6. Open the email from notify@ngwebsolutions.com, containing the subject 'Confirm your email' and then click the 'Activate your Account' link in the body of the email.

Confirm your email Inbox x



notify@ngwebsolutions.com

to me ▾

6:33 PM (1 minute ago)



Hello Thank you for creating a Dynamic Forms account!

In order to complete your account registration, you must confirm your email by visiting the link below:

[Confirm Email](#)

↩ Reply

➦ Forward

7. Clicking on the link will verify and activate your account. You will receive an 'Account Activated' message, if successful.

Account Activated

Congratulations, you have successfully confirmed your email and activated your account.

[Log in to Dynamic Forms](#)



8. Click the 'Log in to Dynamic Forms' link to login to Dynamic Forms and proceed to your form(s).

How to reset Password or retrieve User Name:

Forgot Password:

If you forget your password, use this [link](#).

1. Enter the registered email for the account.
2. Enter the answer to your secret question to send a reset password link to your email.
3. Check you email. You should have received an email from notify@ngwebsolutions.com to reset your password. If you don't see it, check your spam folder. The link will expire once it is used.
4. Click on the link and create a new password to log in to Dynamic Forms.

Forgot User Name:

If you forget your user name, use this [link](#).

1. Enter the registered email for the account.
2. Enter the answer to your secret question.
3. The user name will be sent to the email address used for the Dynamic Forms account. The sender will be notify@ngwebsolutions.com.
4. Check your email and return to Dynamic Forms to log in.

How to review the form and/or return the form for corrections:

1. Click the **link to the form** in the original email sent by Prince George’s Community College requesting e-signature, to log in to review your form(s).

You may log into your Dynamic Forms account directly by clicking on this [link](#).

2. The link in the email sent by Prince George’s Community College requesting your e-signature, will take you directly to the form needing your review.

Timer ⓘ Hide
45 minutes
* = required field



PRINCE GEORGE'S
COMMUNITY COLLEGE

2022-2023 Dependent Verification Worksheet

Student Financial Aid Office



SECTION A: STUDENT INFORMATION

Student's Last Name: * Student's First Name: * PGCC ID#: *

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called verification. To verify that you have provided correct information, we will compare your FAFSA information with the information on this worksheet and with any other required documents. You must complete this form and return it and any other requested documents to the Student Financial Aid Office (SFAO). Upon review, we may ask for additional information and/or update information on your FAFSA.

YOUR FILE WILL NOT BE REVIEWED UNTIL ALL OTHER REQUESTED DOCUMENTS HAVE BEEN SUBMITTED.

If you used the direct link in step 1 to log in, select 'Pending/Draft Forms' from the menu. You will see a list of forms awaiting your review. Go to the form that you would like to review and click 'Complete Form' under Action.

You have already submitted or saved a draft of this form. Please check your pending forms and/or your completed form history to see the current status of your form(s)

Please Note: If you do not see record of your form template, it could be because:

- A form participant saved the form as a draft
- The form was returned for a revision to another participant

What would you like to do?

- 🕒 Complete Draft/Pending Forms
- 📁 Forms History
- 🔒 Manage your Account

3. Review the form for completion and correctness. For a multiple page form, use 'Next' or 'Previous' buttons to move between pages. Make sure the attached files are the correct documents.

[Save Progress](#) [Return for Revision](#) [Submit Form](#)

4. If you find any incorrect or incomplete information, you can 'Reject' the form by sending it back to your student for corrections. Follow the steps below to reject the form, or go to '**How to E-Sign and Submit the Form**' section if there are no corrections to me made.
5. To return the form for corrections to your student, click the 'Reject' button at the bottom of the form.

SECTION E: CERTIFICATION

I/we understand this form must be signed and submitted with all other requested documents before my financial aid will be processed.

The Student Financial Aid Office may request additional documentation based on the information provided on this form. The student will be notified through PGCC email if any additional information is required.

Each person signing below certifies that all of the information reported is true and complete to the best of your knowledge and agrees, if asked, to provide documentation that will verify the accuracy of the information being reported.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Do not forget to click the 'Submit Form' button after you electronically sign the form.

* ...3033355736

Student's Signature 04/29/2022, 6:24 PM
Date

* (click to sign)

Parent's Signature Date

[Save Progress](#) [Return for Revision](#) [Submit Form](#)

- In the new window, draft an email to your student by filling out the email subject and body, stating what information needs to be changed or added to the form.

Return For Revision

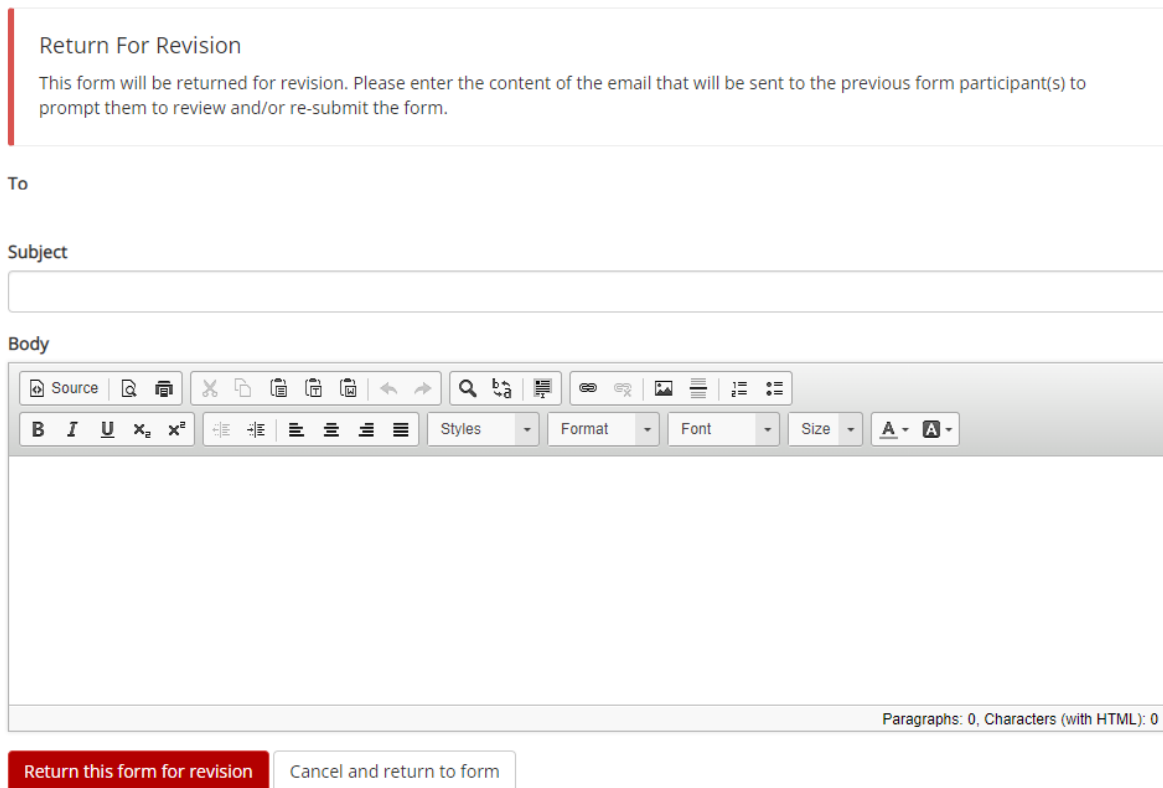
This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To

Subject

Body

Return this form for revision Cancel and return to form

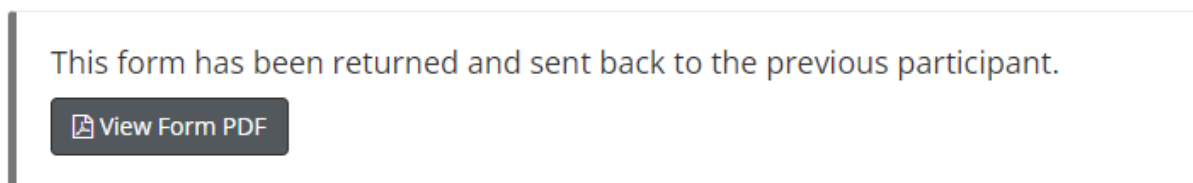


- Click the red 'Reject this Form' button at the bottom of this page to send your email to your student.

Note: Your student will have to log in using their Owl Link account to access the form link and make corrections to it. Please write the name of the form in the email subject or body to let your student know which form to correct.

This form has been returned and sent back to the previous participant.

[View Form PDF](#)



- Once your student has corrected the information and resubmitted the form, you will receive another email requesting your signature on the form with a link to the updated form. Use the link to review and e-sign your form.

Note: Please note that when you reject a form, it no longer shows in your pending/draft forms and the Student Financial Aid Office is unable to see the form until it has been submitted back to you to sign.

How to E-Sign and Submit Electronic Forms:

1. After reviewing the form, the parent needs to e-sign the form.
2. In the Parent Signature section, click on the yellow area. The signature page will appear.

SECTION E: CERTIFICATION

I/we understand this form must be signed and submitted with all other requested documents before my financial aid will be processed.


The Student Financial Aid Office may request additional documentation based on the information provided on this form. The student will be notified through PGCC email if any additional information is required.

Each person signing below certifies that all of the information reported is true and complete to the best of your knowledge and agrees, if asked, to provide documentation that will verify the accuracy of the information being reported.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Do not forget to click the 'Submit Form' button after you electronically sign the form.

* ...3033353736

	04/29/2022, 6:24 PM
Student's Signature	Date
(click to sign)	
Parent's Signature	Date

3. Parents must enter their names in the provided fields exactly as it appears on the signature page.

Sign electronically

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.

J

D

Opting out of electronic signature will cause delays in processing. Please contact the Student Financial Aid Office via email at finaid@pgcc.edu before selecting the "Opt out and print" link below.

[Opt out and print](#)

We strongly encourage you not to opt out and print. If you choose to do so, please contact the Student Financial Aid Team for manual submission instructions before clicking on the 'Opt out and print' link.

4. Select 'Sign Electronically' button when done. This will close the Signature page.
5. The form will now have a timestamp with the name of the parent and date/time of the signature.

SECTION E: CERTIFICATION

I/we understand this form must be signed and submitted with all other requested documents before my financial aid will be processed.

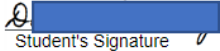
The Student Financial Aid Office may request additional documentation based on the information provided on this form. The student will be notified through PGCC email if any additional information is required.

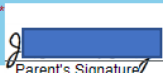
Each person signing below certifies that all of the information reported is true and complete to the best of your knowledge and agrees, if asked, to provide documentation that will verify the accuracy of the information being reported.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Do not forget to click the 'Submit Form' button after you electronically sign the form.

* ...3037303735

	04/29/2022, 6:42 PM
Student's Signature	Date

	04/29/2022, 6:47 PM
Parent's Signature	Date

[Save Progress](#) [Return for Revision](#) [Submit Form](#)

6. After e-signing the form, click on the 'Submit Button' to submit the form. You have not submitted successfully until you see the Thank You page.



Greetings,

Thank you for completing your sections of the 2022-2023 Dependent Verification Worksheet. Please keep a copy for your records.

Student Financial Aid Team

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

7. Be sure to log out of online forms.

How to access submitted forms:

1. Log into your Dynamic Forms account directly at this [link](#).
2. Then click on 'Forms History' button from the menu to view the list of submitted forms.


Welcome to Dynamic Forms

You have already submitted or saved a draft of this form. Please check your pending forms and/or your completed form history to see the current status of your form(s)

Please Note: If you do not see record of your form template, it could be because:



- A form participant saved the form as a draft
- The form was returned for a revision to another participant

What would you like to do?

- 🕒 Complete Draft/Pending Forms
- 📁 Forms History 
- 👤 Manage your Account

3. To view the form, click on either PDF or HTML button.

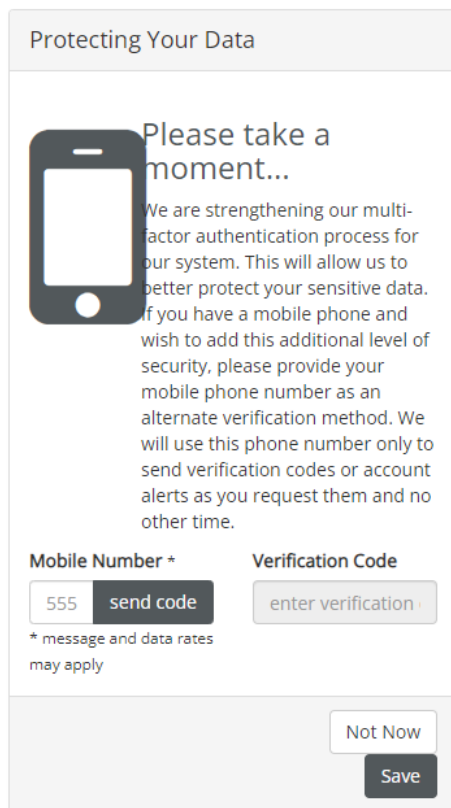
Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
2022-2023 Parent Income Verification Worksheet	Draft	Started By:	Last Saved: 4/28/2022 4:53:27 PM			Action ▾

How to secure Parent User Account:

You can secure your account by adding your cell phone number to your profile, in addition to securing your account by choosing a strong password and selecting security question and providing an answer to that.

You may be prompted to add your cell phone number so a verification code can be sent to it, at the time you are creating your account. Enter your cell phone number and click on green 'send code' button. Enter the code you received on your cell phone in the 'Verification Code' field. Click on the 'Save' button. Now every time you log in, a verification code will be sent to your cell phone.



The screenshot shows a mobile app interface with a light gray background. At the top, there is a header "Protecting Your Data". Below the header, on the left, is a black icon of a smartphone. To the right of the icon, the text reads: "Please take a moment... We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time." Below this text, there are two input fields. The first is labeled "Mobile Number *" and contains the text "555" followed by a dark gray button labeled "send code". The second is labeled "Verification Code" and contains the text "enter verification" followed by a dark gray button labeled "enter verification". Below the input fields, there is a small asterisk followed by the text "* message and data rates may apply". At the bottom right of the screen, there are two buttons: a light gray button labeled "Not Now" and a dark gray button labeled "Save".

You may choose to set it up later by clicking 'Not Now' button.

Alternatively, you can add your cell phone number to your profile later. Log into your Dynamic Forms account directly at this [link](#).

Then click on 'Manage Account' button from the menu.

Add your cell phone number. Then select the green 'Send Code' button. Enter the code you received on your cell phone in the 'Code' field and enter your password. Select 'Save Changes' button.

Now every time you log in, a verification code will be sent to your cell phone.