



ELECTRONIC FORMS STUDENT USER GUIDE







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How to Access Required Forms:

1. Access the requested Financial Aid forms in [Owl Link](#)
2. On the Owl Link Home page, click on Financial Aid.




Hello, Welcome to Owl Link!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.


3. Once on the financial aid page, select the **appropriate aid year** from the drop-down list, if the default aid year shown is not correct.
4. Look for the ‘You have missing documents!’ message. Click the ‘Complete required documents’ link.

Select an Award Year: 2021-22 ▼

✓ [Your most recent Satisfactory Academic Progress \(SAP\) evaluation has a\(n\) C19 Attempted Credits status. Please contact your Financial Aid Counselor if you need further assistance.](#)

 You have missing documents! In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information. Complete required documents	 Average Aid Package This chart represents the average financial aid award package that students receive at Elucian University. Depending on a number of factors, your aid package may be different. ■ \$5,000.00 in Loans ■ \$1,000.00 in Scholarships ■ \$5,700.00 in Grants	 Student Finance Account Summary <table><tr><td>Amount Due</td><td>\$0.00</td></tr><tr><td>Amount Overdue</td><td>\$0.00</td></tr><tr><td>Total Amount Due</td><td>\$0.00</td></tr></table> Go to Account Summary	Amount Due	\$0.00	Amount Overdue	\$0.00	Total Amount Due	\$0.00
Amount Due	\$0.00							
Amount Overdue	\$0.00							
Total Amount Due	\$0.00							


5. The items listed will need to be submitted. You can access the forms and or instructions by clicking on the links.

Select an Award Year: 2021-22 				
Document	Explanation	Due Date	Status	Attachments
Stu 2019 Tax Transcript	We need a copy of your 2019 Federal Tax Transcript. Please call the IRS at 1-800-829-1040 or go to www.irs.gov to obtain a Tax ... more IRS Tax Return Transcript			
Independent Verif Wkst	Please complete all sections of the 2021-2022 Independent Verification Worksheet (including signature) and submit to our office. Independent Verification Worksheet			

6. If the form is set up to complete electronically, it will open in a new tab for you to provide information, electronically sign, and submit.

How to Complete Electronic Forms:

1. The electronic forms will have your **student ID#, First Name and Last Name** pre-filled.
2. Provide all the other information that is required to complete the form.
3. **Timer:** On the upper right-hand side of the form, you will see a countdown timer. The timer allows your 45 minutes to complete the form.

Timer  Hide
45 minutes
* = required field



PRINCE GEORGE'S
COMMUNITY COLLEGE

2022-2023 Independent Verification Worksheet

Student Financial Aid Office



SECTION A: STUDENT INFORMATION

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

4. **Multiple Page form:** For a multiple page form, use the 'Next' or 'Previous' buttons to move between pages.

5. **Required questions:** Have a red asterisk next to them.

SECTION C: STUDENT INCOME INFORMATION

Answer the questions whether or not a tax return was filed. This information may be on the W-2 forms or on the tax return selected in question 33: IRS Form 1040—line 1 + Schedule 1—lines 3 + 6 + Schedule K-1 (IRS Form 1065)— Box 14 (Code A). If any individual earning item is negative, do not include that item in your calculation.

How much did you earn from working in 2020? *

Are you married? *

6. **Uploading Documentation:** Attach supporting documentation in PDF or JPG format only. Click the 'Choose File' button; browse file location, click on the file name, select 'Open' button to attach the file to the form. Make sure you attach the correct file, otherwise delete and upload file again.

SECTION C: STUDENT TAX INFORMATION

Please select the item below that best describes your tax filing status for 2020:

- * The student used the IRS Data Retrieval Tool in FAFSA on the Web to transfer the 2020 IRS income tax return information into the student's FAFSA.
- The student is providing the school with a 2020 IRS Tax Return Transcript. (If the student and spouse filed separate 2020 IRS income tax returns or tax transcripts must be provided for both.)
- The student and/or spouse were not employed and had no income earned from work in 2020.
- The student and/or spouse were employed in 2020 and will list below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W2 form is provided. List every employer even if the employer did not issue an IRS W-2 form.

SECTION C: STUDENT TAX INFORMATION (cont.)

Please upload your tax return transcript here: No file chosen

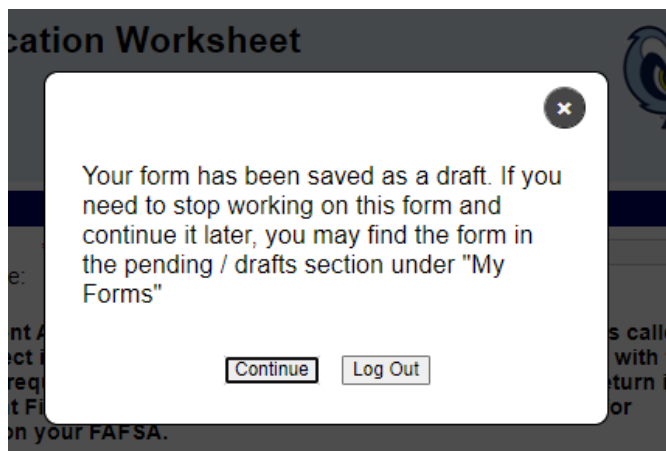
Files over 25 MB will not be accepted

Please upload your spouse's tax return transcript here (if filed separately): No file chosen

Files over 25 MB will not be accepted

7. **Save Progress:** If you are unable to complete a form, and would like to return to it later, select the 'Save Progress' button at the bottom to save the information you already have added to it. If you do not save the form, you will have to start all over when you return.

When you click on 'Save Progress' button, a dialog box opens prompting you to take action. Select 'Log out' to save and exit. Select 'Continue' if you want to keep filling the form out.



How to E-Sign and Submit Electronic Forms:

1. After completing a form, the student will need to e-sign the form.
2. In the Certification section, click on the yellow area. The signature page will appear.

SECTION D: 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.

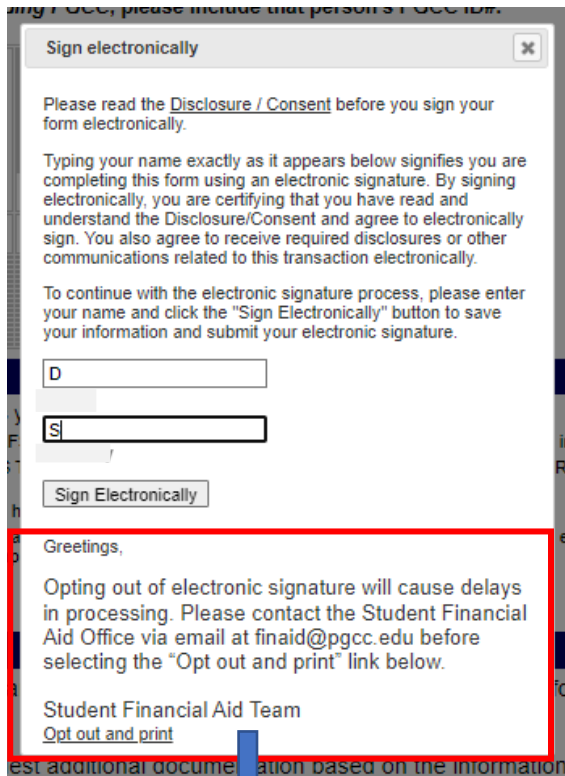
Do not forget to click the 'Submit Form' button after you electronically sign the form.

* (click to sign)

Student's Signature _____ Date _____

Save Progress Submit Form

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



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 student and date/time of the signature.

SECTION D: 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.

 Student's Signature	04/28/2022, 3:25 PM Date
----------------------------------------------------------------------------------------------------------	-----------------------------

Save Progress

Submit Form


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



Thank you for completing the 2022-2023 Independent Verification Worksheet.

Please keep a copy for your records.

Thank you,
Student Financial Aid Team

 View Form PDF

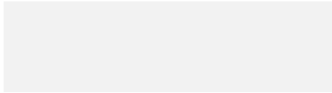
7. Be sure to log out of Owl Link and online forms.
8. It may take up to 5-7 business days for the document status in Owl Link to show complete. Once you submit a document, it will be reviewed by the Student Financial Aid Office. If the document is completed correctly, the status will change to complete in Owl Link.

How to access the Incomplete Form that I saved earlier:

1. You can access incomplete/draft/pending documents by logging in to Owl Link and clicking on that form link under 'Required Financial Aid Documents' section on the Financial Aid page.

Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Fin...



Select an Award Year: 2021-22 ▼

Document	Explanation	Due Date	Status	Attachments
Stu 2019 Tax Transcript	We need a copy of your 2019 Federal Tax Transcript. Please call the IRS at 1-800-829-1040 or go to www.irs.gov to obtain a Tax ... more IRS Tax Return Transcript			
Independent Verif Wkst	Please complete all sections of the 2021-2022 Independent Verification Worksheet (including signature) and submit to our office. Independent Verification Worksheet ←			

2. The following menu options will open in a new tab. Dynamic Forms is our vendor that hosts electronic forms for PGCC.

Welcome to Dynamic Forms

Duplicate Form Found

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. Select 'Complete Pending/Draft Forms' from the menu. You will see the list of incomplete/pending forms that you have saved earlier.

Welcome to Dynamic Forms





Duplicate Form Found

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

4. Select 'Complete Form' button under 'Action' to return to complete saved form(s).

Pending / Draft Forms

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

5. The form will open up for you to complete it.
6. Refer to section on **'How to E-Sign and Submit Electronic Forms'**, if needed.

How to Complete Forms that require Parent Information:

A dependent form requires information from both the student and the parent(s). The student and parent must complete their respective sections of the form and each sign electronically.

The student will need to enter the contact information for the parent who will review and e-sign the form. The parent completing the form must be the parent who also signed the FAFSA for that aid year.

1. Access the form by logging in to Owl Link and click on the form link under 'Required Financial Aid Documents'.

Document	Explanation	Due Date	Status	Attachments
Stu 2019 Tax Transcript	We need a copy of your 2019 Federal Tax Transcript. Please call the IRS at 1-800-829-1040 or go to www.irs.gov to obtain a Tax ... more IRS Tax Return Transcript			
Parents' 2019 Tax Trans	We need a copy of your parents' 2019 Federal Tax Transcript. Please have your parents should call the IRS at 1-800-829-1040 or go ... more IRS Tax Return Transcript			
Dependent Verif Wkst	Please complete all sections of the 2021-2022 Dependent Verification Worksheet (including signatures) and submit to our office. Dependent Verification Worksheet			

2. The form will open in a new tab. Enter your Parent's First Name, Last Name, and email address. Click on the 'Continue' button.

Instructions



Dear PGCC Student,

Before you are directed to the form, you must first provide your parent's contact information. Your parent will receive an email inviting them to review and electronically sign the form, after you complete your sections. Please be sure to use the email address listed in the parent section of your Free Application for Financial Aid (FAFSA) application.

Thank you,
Student Financial Aid Team

Form Participants

Parent		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Continue

3. Start filling out the form. When done, e-sign and submit the form. Refer to the **'How to Complete Electronic Forms'** and **'How to E-Sign and Submit Electronic Forms'** sections, if needed.
4. Your parent will receive an email inviting them to review and e-sign the form from forms@pgcc.edu (Note: Please do not reply to this email address, as it is a no-reply inbox).
5. Your parent will have to create an account with our vendor Dynamic Forms, if they do not already have one. Please refer to **Parent User Guide** for step-by-step instructions.
6. You will receive a confirmation email after your parent reviews and e-signs the form. Your parent may also return the form to you to make corrections upon

review. Refer to the next section, **‘How to Submit Corrections and Fix Errors’**, when that happens.

Parent Notification Management Tools:

The following are some Parent Notification Management Tools available to you.




1. How do I check parent signature status for a form?

You will receive a confirmation email after your parent reviews and e-signs the form. Additionally, you can also check the status of the form by logging in to Owl Link and clicking on the form link under ‘Required Financial Aid Documents’ section on the Financial Aid page. If the form is still awaiting signatures, you can access it by selecting ‘Pending/Draft Forms’ from the menu and see the signature request details for that form. If you do not see that form listed, then your parent has signed the form.

2. How do I resend email notification to the parent?

Make sure that you have submitted the form. Log into Owl Link and click on the form link under ‘Required Financial Aid Documents’ section on the Financial Aid page. Select ‘Pending/Draft Forms’ from the menu.

- a) Select ‘Manage Co-signers’ button under ‘Action’ for that form.
- b) Then click on ‘Re-send Email’ link in the new window.

Form Name	Status	Description	Date	PDF	HTML	Action
2022-2023 Dependent Asset Verification Worksheet	Pending	Started By:	Signature Request Date: 4/20/2022 12:37:11 PM			Action 

Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information

* Click the Re-send Notification action to re-send a notification to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Signed	Signed Date	Last Notified	Action
		Parent	/@gmail.com	Yes	4/20/2022 2:51:52 PM	4/20/2022 2:49:34 PM	Actions Re-send Notification

How to Submit Corrections and Fix Errors when Returned for Review/Rejected:

a) By Parent (Dependent Students only)

Your parent can return the form to you, to make corrections to the information provided, when reviewing the form.

b) By Student Financial Aid

The Student Financial Aid Office may return a form to you to seek clarification on the information provided, when reviewing the form.

1. You will receive an email at your student email address stating the reason the form is incomplete.
2. If you have questions regarding the request, please email finaid@pgcc.edu for assistance.
3. Parents of dependent students will receive an email, if the form is being returned for review by the parent.
4. To access the form, refer to '**How to access the incomplete form that I saved earlier**' section.
5. You will see a red icon with 'R' next to the form name. Fix the incorrect information and re-submit the form.
6. Parent will have to review and re-submit any form requiring the parent's signature.

How to edit/update information after submitting the form:

You cannot edit the information on the form once it has been submitted. Forms requiring a parent's signature, that have not been submitted yet, can be rejected by the parent and returned to the student to make edits (refer to parent guide for instructions). To edit/update a form once it has been submitted, please contact the Student Financial Aid Office via email at finaid@pgcc.edu.

Duplicate Submission Error:

If you attempt to fill out a form more than one, you will receive a message letting you know that the form has been previously submitted. If you receive this message and need to update the form, please contact the Student Financial Aid Office.