

Fayetteville Technical Community College

Understanding Financial Aid Electronic Forms (eFORMS)

What is a Financial Aid Electronic Form (eFORM)?

Financial Aid Electronic Forms (sometimes referred to as **eFORMS**) is a powerful tool accessible from WebAdvisor that can be used to submit missing documents to the Financial Aid Office. eForms are electronic forms available for student use. The eFORM is linked to the student's Webadvisor account.

How do I access eFORMS?

Financial Aid Eforms can be accessed from your WebAdvisor Students menu under Financial Aid.

How is the eFORM approved by the department?

Once the student completes the eFORM, the student clicks the "SUBMIT" or "SEND" button. Once the Financial Aid office receives ALL of your requested forms, your file will be submitted for review. In the event, the form is not completed correctly the form will be rejected and the student will receive an email detailing corrections.

Is any space provided on the eFORM for comments?

Yes, eFORMS provides an area that allows the student and the department to comment, ask questions, or provide additional clarification.

Is the eFORM the same as a paper form?

No, eFORMS are designed to be used on a computer and utilize series of skip logic, drop down boxes, radio buttons, and forced-fill areas to guide the student through the form and help simplify completing the form.

What is the time frame before an eFORM is approved or received by the department?

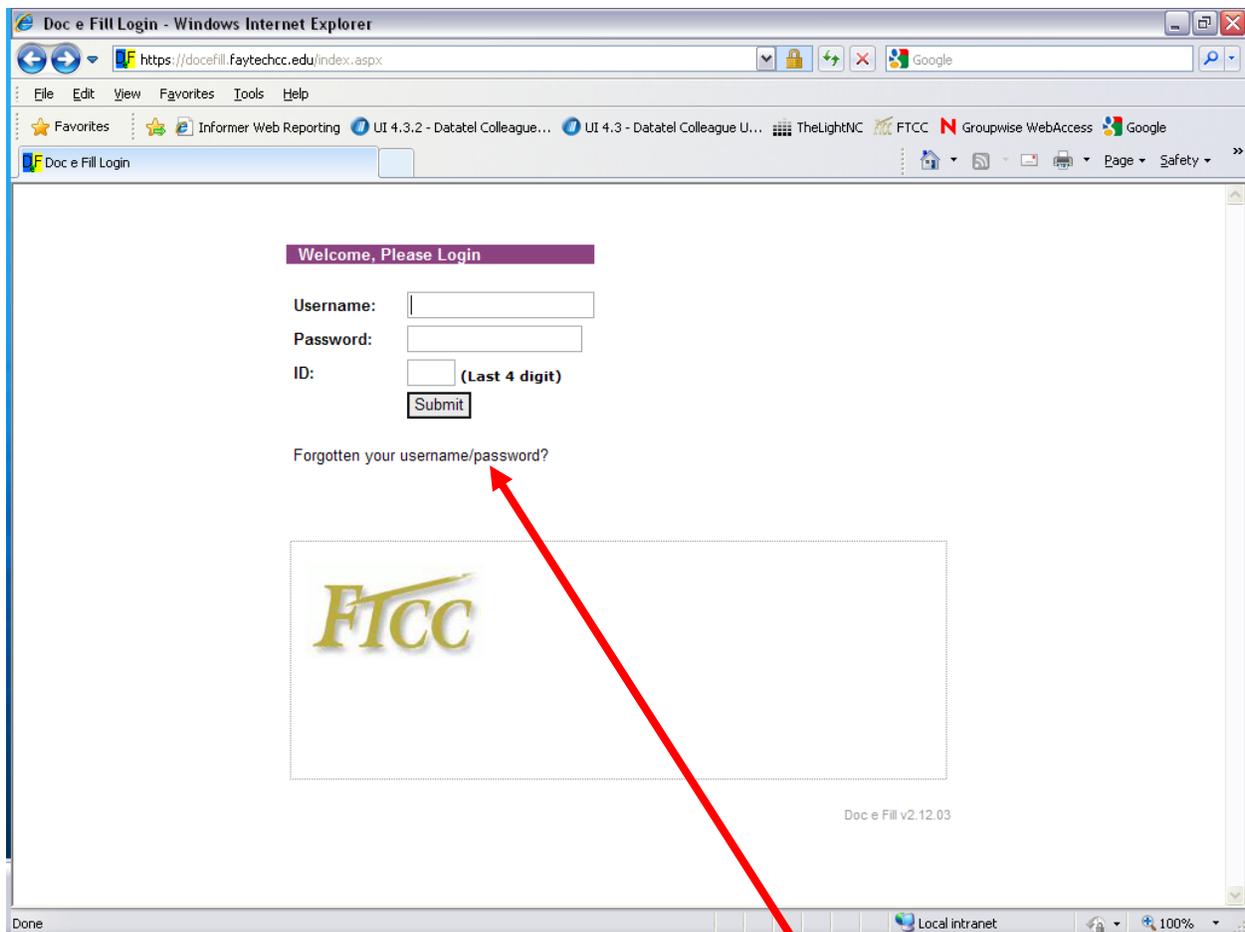
The department receives an immediate notification once the student hits the "SUBMIT" or "SEND" button.

How can I access eFORMs?

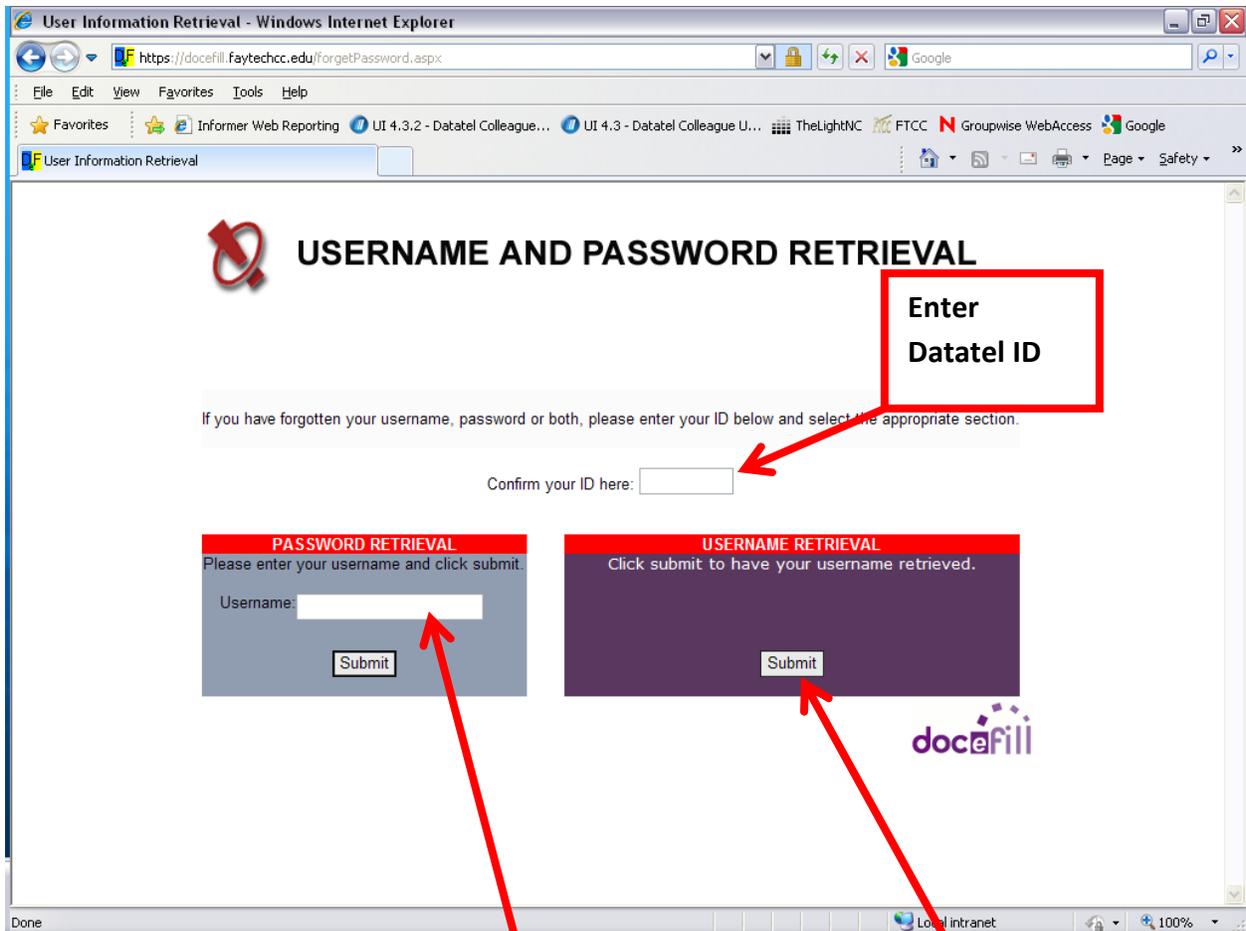
1. Go to www.faytechcc.edu
2. Login to Webadvisor (use your assigned log in and password)
3. Go to Financial Aid section
4. Click Financial Aid eFORMS (4th link or "My Documents" link to you need to see what forms to submit)

How can I change my password and/or retrieve my username?

1. At the login screen click "Forgotten your username/password?" (<https://docefill.faytechcc.edu/forgetPassword.aspx>)"
2. Once on that page in the "Confirm your ID here:" field enter their "Datatel ID"
3. To reset their password, enter their "Webadvisor ID" and click "Submit" (an email will be sent to them with the password)
4. To retrieve their username click "Submit" under "Username Retrieval" (an email will be sent to them with their username)
5. See Sample of pages below



Click here



Enter
Datatel ID



PASSWORD RETRIEVAL
Please enter your username and click submit.

Username:

USERNAME RETRIEVAL
Click submit to have your username retrieved.

Enter username to
retrieve your
password

Click submit to
retrieve your
user name

Doc e Fill - Windows Internet Explorer

https://docefill.faytechcc.edu/main.aspx

Convert Select

Doc e Fill

Welcome: test test (log out)

**To access the Library of Forms,
Click on the "Book Shelf Icon"**

Document Library

- FTCC
 - 2012-2013 Verification Worksheet - Dependent
 - 2012-2013 Verification Worksheet - Independent
 - Degree Certificate Verification
 - Do Not Authorize Form
 - Financial Aid Certification Form
 - Loan Aid Increase/Decrease Or Cancellation
 - Parent Information
 - Request for Adjustment to Family Income
 - EFC
 - Request For Change of Dependency
 - Request for Summer Pell Grant Funds
 - Required Signatures for the FAFSA
 - Scholarship Application
 - Student Aid Eligibility Worksheet for Question 23
 - Student Parent Asset Information
 - Verification Worksheet - Dependent
 - Verification Worksheet - Independent

To complete an eFORM, click on the name of the form.

FTCC

docefill

The screenshot shows a Windows Internet Explorer browser window. The address bar displays <https://docefill.faytechcc.edu/main.aspx>. The page content is divided into two main sections. On the left is a 'Document Library' with a tree view containing the following items:

- FTCC
 - 2012-2013 Verification Worksheet - Dependent
 - 2012-2013 Verification Worksheet - Independent**
 - Degree Certificate Verification
 - Do Not Authorize Form
 - Financial Aid Certification Form
 - Loan Aid Increase/Decrease Or Cancell
 - Parent Information
 - Request for Adjustment to Family Income EFC
 - Request For Change of Dependency
 - Request for Summer Pell Grant Funds
 - Required Signatures for the FAFSA
 - Scholarship Application
 - Student Aid Eligibility Worksheet for Question 23
 - Student Parent Asset Information
 - Verification Worksheet - Dependent
 - Verification Worksheet - Independent

On the right side of the screen, the '2012-2013 Verification Worksheet (Dependent)' is displayed. It features the FTCC logo and a paragraph of text explaining the verification process. Below the text is a form titled 'STUDENT INFORMATION' with the following fields:

- Student Name:
- Student ID:
- Street Address:
- Date:
- City/Town:
- State:
- Zip Code:

Below the form is a 'History' section. At the bottom of the browser window, there are buttons for 'Destination', 'Send', 'Attachment', 'Save Draft', and 'Cancel', along with a 'Comments:' text area.

The form you selected appears on the right side of the screen.

There is a COMMENTS box provided on each eFORM.
Use this area to share any additional information that is relevant to evaluating your request or processing the form.

Doc e Fill - Windows Internet Explorer

https://docefill.faytechcc.edu/main.aspx

Convert Select

Doc e Fill

“Draft Icon”

Click to view any form saved as a Draft.

2012-2013 Verification Worksheet (Dependent)

Your 2012-2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

STUDENT INFORMATION

Student Name: Student ID:

Street Address: Date:

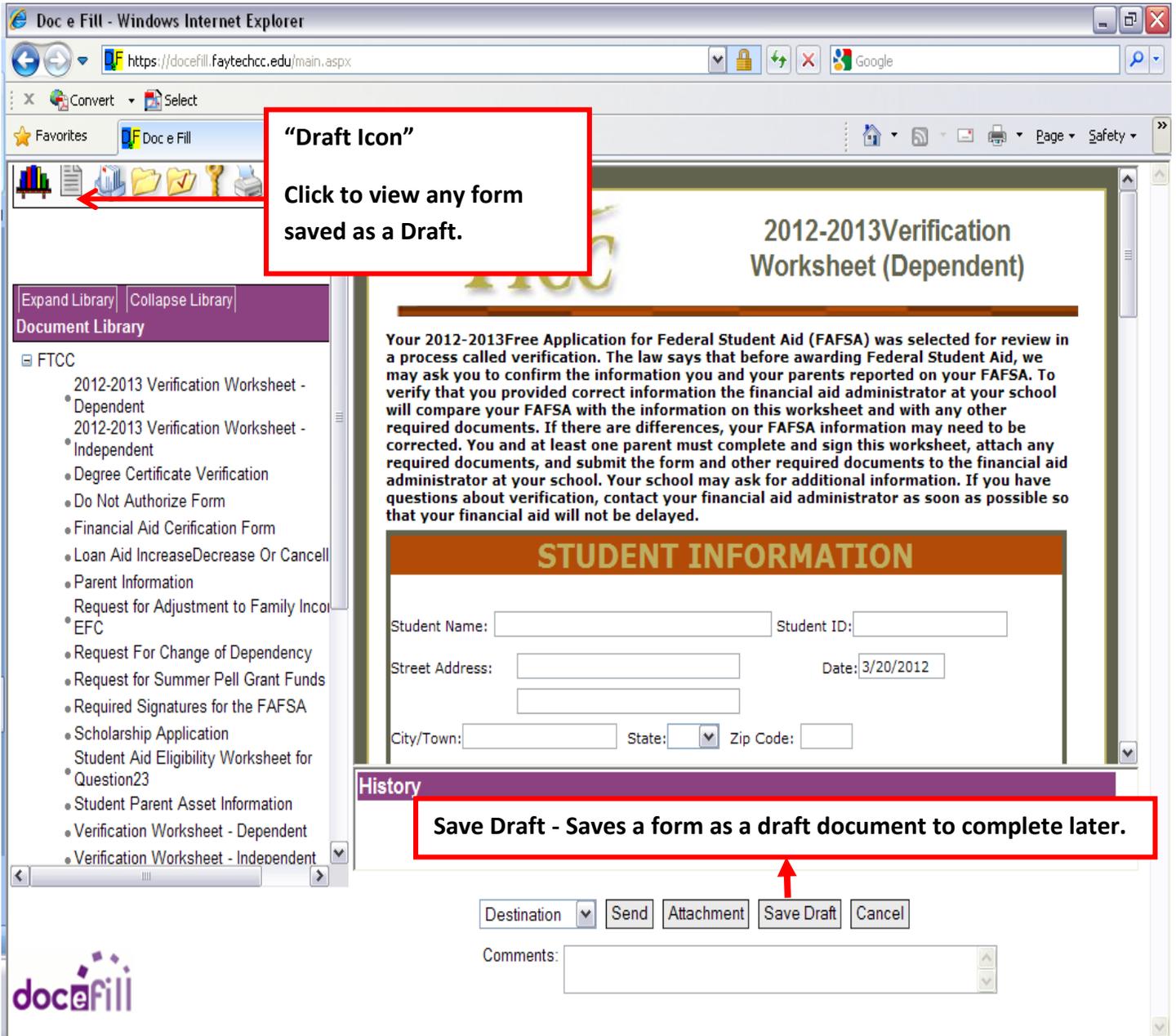
City/Town: State: Zip Code:

History

Save Draft - Saves a form as a draft document to complete later.

Destination Send Attachment Save Draft Cancel

Comments:



The screenshot shows a web browser window with the URL https://docefill.faytechcc.edu/main.aspx. The page title is '2012-2013 Verification Worksheet (Dependent)'. The main content area contains a paragraph of text explaining the verification process and a form titled 'STUDENT INFORMATION'. The form has several input fields for Student Name, Student ID, Street Address, Date (pre-filled with 3/20/2012), City/Town, State, and Zip Code. Below the form is a 'History' section with a 'Save Draft' button highlighted by a red box and an arrow. The 'Save Draft' button is part of a row of buttons including 'Destination', 'Send', 'Attachment', and 'Cancel'. A red box also highlights a 'Draft Icon' in the top navigation bar with the text 'Click to view any form saved as a Draft.'

Doc e Fill - Windows Internet Explorer

https://docefill.faytechcc.edu/main.aspx

Convert Select

Doc e Fill

Expand Library Collapse Library

Document Library

FTCC

- 2012-2013 Verification Worksheet -
- Dependent
- 2012-2013
- Independent
- Degree
- Do Not
- Financial
- Loan Aid
- Parent In
- Request
- EFC
- Request
- Request for Summer Pell Grant Funds
- Required Signatures for the FAFSA
- Scholarship Application
- Student Aid Eligibility Worksheet for Question 23
- Student Parent Asset Information
- Verification Worksheet - Dependent
- Verification Worksheet - Independent

“Inbox/Received Documents”
Contains all eFORMS that have been returned for your review or sent to you as a follow-up document.

FTCC

2012-2013 Verification Worksheet (Dependent)

Your 2012-2013 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school with the information on this worksheet and with any other information you have provided, if there are differences, your FAFSA information may need to be updated. At least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator. Your school may ask for additional information. If you have any questions, contact your financial aid administrator as soon as possible so that your aid will not be delayed.

STUDENT INFORMATION

Student ID:

Street Address:

Date: 3/20/2012

City/Town: State: Zip Code:

History

Destination Send Attachment Save Draft Cancel

Comments:

docefill

Doc e Fill - Windows Internet Explorer

https://docefill.faytechcc.edu/main.aspx

Doc e Fill

FTCC

2012-2013 Verification Worksheet (Dependent)

Application for Federal Student Aid (FAFSA) was selected for review in... The law says that before awarding Federal Student Aid, we... m the information you and your parents reported on your FAFSA. To... ed correct information the financial aid administrator at your school... SA with the information on this worksheet and with any other... f there are differences, your FAFSA information may need to be... least one parent must complete and sign this worksheet, attach any... and submit the form and other required documents to the financial aid... school. Your school may ask for additional information. If you have... cation, contact your financial aid administrator as soon as possible so... will not be delayed.

STUDENT INFORMATION

Student ID:

Date: 3/20/2012

Street Address:

City/Town: State: Zip Code:

History

Destination Send Attachment Save Draft Cancel

Comments:

doc@fill

The "Completed Icon"

Saves a copy of every eFORM you submitted that has been archived.