

FSA ID Creation Process for Contributors Without an SSN





FSA ID's for Contributors Without an SSN

Starting with the 2024-25 FAFSA, everyone contributing (students and parents) to an application will need to create an FSA ID. This includes those without an SSN. This slide deck will walk you through the new process.

Contributors without an SSN can start creating an FSA ID starting December 2023.



The Steps To Applying for Financial Aid

Gather Your Information

Determine Which Application You Should Use

Create an Account

Complete your FAFSA or WASFA

You Are Here



Start with Your FSA ID Worksheet



Financial Aid
Advising Day

Completing the FAFSA? Your Federal Student Aid ID (FSA ID) is the first step!

Creating an FSA ID is the first step to completing your FAFSA. The FSA ID is required for students to electronically sign the FAFSA. One parent of a dependent student will also need to create an FSA ID to complete the application.



To create an FSA ID, go to <https://studentaid.gov/fsa-id/create-account/launch> or scan the QR code to the left. Complete this form to keep track of important information related to your FSA ID. Please bring this document to your financial aid completion event.

This information should be kept confidential and stored in a secure location

1

Enter An Email Address: _____

The email address must be unique to you. Students and parents will not be able to use the same email address. DO NOT use your high school email account.

2

Create a Username: _____

Your username is created by you and must be 6 — 30 characters. Avoid using personal identifiers like your name or birthdate. Your username will be unique to you.

3

Create a Password: _____

Must be 8 — 30 characters and contain upper- and lowercase letters and numbers. Avoid personal identifiers like your name, phone number, and birthdate.

4

Complete Your Profile:

1. Enter your social security number

2. Enter your birthdate

3. Enter your name exactly as it is listed on your social security card

Social Security matches are confirmed within 1 to 3 days. Errors can cause delays in starting your FAFSA.

5

Challenge Questions and Answers

There are several challenge questions for you to choose from, but you will need to select four. Write your selected questions and answers below. Your answers are case sensitive.

Challenge Question 1: _____

Challenge Question Answer 1: _____

Challenge Question 2: _____

Challenge Question Answer 2: _____

Challenge Question 3: _____

Challenge Question Answer 3: _____

Challenge Question 4: _____

Challenge Question Answer 4: _____

6

Verify Your Email Address, Phone Number, and Save Your Back Up Code

Federal Student Aid will send an email with a code to verify your email address. They will also text you a code to verify your mobile phone number. Your backup code lets you access your account if you cannot use any other two-step verification method. Your Backup Code is: _____

The FSA ID is your first step, you need to continue to the FAFSA.gov to apply for financial aid!

This worksheet
will walk you
through creating
your FSA ID

This information
should be kept
confidential

The best place to
store this is with
your 2022 income
tax information.



Go StudentAid.gov

 An official website of the United States government.

[Help Center](#)

[Submit a Complaint](#)

[English | Español](#)

Federal StudentAid
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

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[Loans and Grants](#) ▾

[Loan Repayment](#) ▾

[Loan Forgiveness](#) ▾

[Log In](#)

[Create Account](#)

The site is available in
English or Spanish

Get Ready for Student Loan Payments

[Restarting Payments](#)

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Considering School

*I'm thinking about going to
college or a career school.*

In School

*I'm in the process of earning a
degree or certificate.*

Parent

*I want to help my child pay for
college.*

In Repayment

I have loans I need to repay.

Click Create
Account to get
started with your
FSA ID



Start on the Create an Account Page

An official website of the United States government. [Help Center](#) [Submit a Complaint](#) [English](#) | [Español](#)

Federal Student Aid
AN OFFICE of the U.S. DEPARTMENT of EDUCATION

[FAFSA® Form](#) ▾ [Loans and Grants](#) ▾ [Loan Repayment](#) ▾ [Loan Forgiveness](#) ▾

[Log In](#) | [Create Account](#) 🔍

Create an Account

Whether you're a student, parent, or borrower, you'll need to create your own account to manage the federal student aid process.

[Get Started](#)

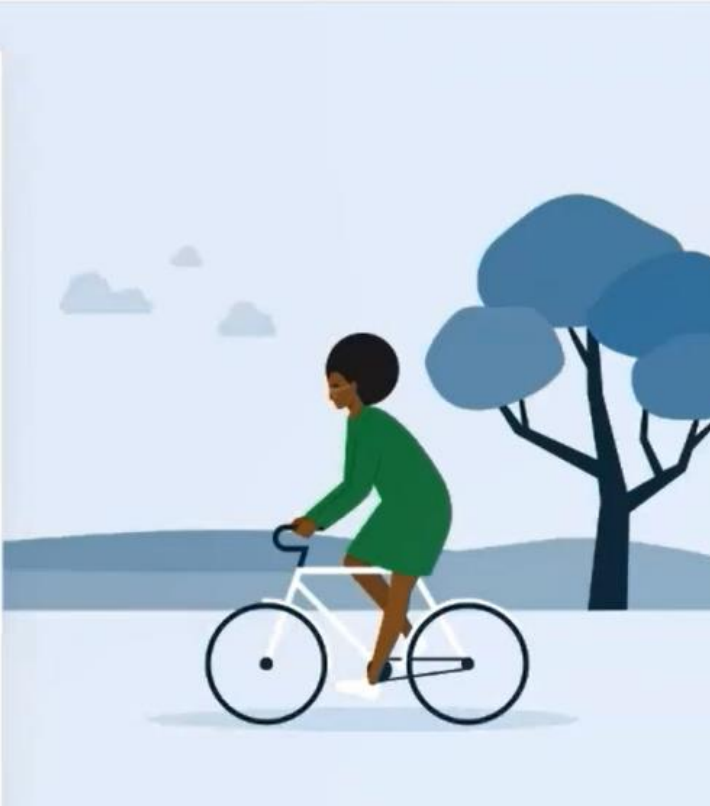
Already have an account? [Log In](#)

What You Can Do With Your Account

- Fill out the *Free Application for Federal Student Aid (FAFSA®)* form
- Complete online forms and tools like loan counseling
- Manage your student loans

What You'll Need

- Social Security number (if applicable)
- Your own email address





Step #1 – FSA ID - Enter Personal Information

Create an Account

Step 1 of 7

Personal Information

I understand that I'll be required to certify that the information I provide to create an account is true and correct and that I'm the individual who I claim to be.

If I'm not the person I claim to be, I understand that I'm not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be subject to a fine, prison time, or both.

First Name

Middle Initial

Last Name

Date of Birth

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Social Security Number

☐ I don't have a Social Security number.

Cancel

Continue

Create an Account

Step 1 of 7

Personal Information

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First Name

Middle Initial

Last Name

Date of Birth

Month	Day	Year
<input type="text" value="09"/>	<input type="text" value="07"/>	<input type="text" value="1991"/>

Social Security Number

☒ I don't have a Social Security number.

Cancel

Continue

Warning: Your Account Will Be Limited Without SSN

If you create an account without an SSN, you'll be limited in what you can do. You should only continue creating an account without an SSN if one of the following statements is true for you:

- ☒ I am a parent or spouse of a student who is applying for aid, and I do not have an SSN.
- ☒ I am a citizen of the [Freely Associated States](#) and need to complete the FAFSA® form online.

Note: Any previously completed FAFSA forms won't be linked to your account. You will still be able to access information from 2023-24 FAFSA form if you use your identifiers on the FAFSA roles page.

Go Back

Continue Without SSN



Step #2 – Enter Account Information

Create an Account



Step 2 of 7

Account Information

Because financial aid agreements are legally binding, you can't create an account for someone else, even another family member. Parents and students must create their own accounts.

Username

Email Address

Confirm Email Address

Password

✓ Uppercase

✓ Lowercase

✓ Number

✓ 8+ characters

Confirm Password

Previous

Continue

The username
cannot include the
email address

Email address must
be unique to the
person creating the
FSA ID.



Step #3 - Contact Information

Create an Account

Step 3 of 7

Permanent Address

Address

City

State

ZIP Code

Mobile Phone Account Access

We strongly recommend setting up your mobile phone for account access. This option helps you gain access to your account if you are locked out, as well as allows your mobile phone to be used for two-step verification.

Mobile Phone

Confirm Mobile Phone

☐ Yes, I agree to use my mobile phone for account access.

Alternate Phone Number (Optional)

[+ Add Alternate Phone Number](#)



You have not provided a Social Security number (SSN) or an address. If you want to continue creating an account, enter your SSN or address information.

Mailing address is one of the elements needed to verify the identity of individuals without an SSN and is required

If an address is not provided an error will show at the top of the page and the applicant cannot progress to the next step

FSA recommends that the applicant uses a physical mailing address vs a PO Box.

International phone numbers cannot be used as a phone number. Phone numbers are not required to create an FSA ID.



Step #4 – Communication Preferences

Create an Account



Step 4 of 7

Communication Preferences

Required Communications

There are certain types of communications the U.S. Department of Education and our servicers are required to provide to you in writing. This includes things like student loan disclosures and student loan interest statements. You can choose whether you would like to receive these by email or postal mail.

☒ Email *Recommended*

☐ Postal mail

Optional Communications

We want you to feel confident about the financial aid and student loan process. To help with this, we sometimes send information about available grants, student loan forgiveness programs, income-based repayment options, and more. You can choose whether you would like to receive these by email and/or text message.

☐ Email

☐ Text message

Optional Communications

We want you to feel confident about the financial aid and student loan process. To help with this, we sometimes send information about available grants, student loan forgiveness programs, income-based repayment options, and more. You can choose whether you would like to receive these by email and/or text message.

☐ Email

☐ Text message

Language Preference

The language preference determines what language displays after you've logged in, as well as what language is used for forms and communications.

Language

English



Previous

Continue



Step #5 Challenge Questions

Create an Account (FSA ID)



Step 5 of 7

Challenge Questions

Challenge questions and answers are used to retrieve your username or password if you forget them or if you need to unlock your account.

Note: Answers are not case-sensitive.

Challenge Question 1

Question

 ⓘ

Answer

 Show Answer ⓘ

Challenge Question 2

Question

 ⓘ

Answer

 Show Answer ⓘ

Challenge Question 3

Question

 ⓘ

Answer

 Show Answer ⓘ

Challenge Question 4

Question

 ⓘ

Answer

 Show Answer ⓘ

Choose four different challenge questions and enter each of your answers under the corresponding question.



Step #6 Confirm and Verify

This is where you can double check all your information for accuracy and edit if needed.

You can write down the answers to your challenge questions on your FSA ID worksheet.

Create an Account

Step 6 of 7

Confirm & Verify

Verify the information you provided for your account below. If there is an error, select "Edit" to make corrections.

Personal Information

Edit

Name

Jesse C. Faden

Date of Birth

09/07/1991

Social Security Number

None

Account Information

Edit

Username

jfaden91

Email

jfaden@gmail.com

Communication Preferences

Edit

Required Communications

Email

Optional Communications

Email

Language Preference

English

Challenge Questions

Edit

Challenge Question 1

What is your mother's maiden name?

Challenge Question 2

What is your mother's maiden name?

Challenge Question 3

What is your mother's maiden name?

Challenge Question 4

What is your mother's maiden name?

☒ I agree to FSA's Terms and Conditions



Step #7 Enable Two-Step Verification

Step 7 of 7

Enable Two-Step Verification

Protect Your Account with Two-Step Verification

Whenever you sign in, we'll send a secure code to make sure it's really you. To keep your account protected, make sure your phone number and email are verified. We also suggest setting up verification using a secure authenticator app.



SMS Verification

5554324567 ⚠ Not Verified

Verify



Email Verification

john.doe.original@gmail.com ⚠ Not Verified

Verify



Use an Authenticator App (Most Secure Option)

Use an authenticator app that you've downloaded from a mobile app store to view in-app secure codes—visible only to you—that can confirm your identity when you log in.

[Learn More](#)

[+ Set Up an Authenticator App](#)

You are required
to verify your
email address.

Setting up an
Authenticator App
is an optional but
recommended.

Set Up Your Authenticator App

Step 1

Download an authenticator app from your [mobile app store](#).

Step 2

Enter the following key into your authenticator app or scan the QR code with your authenticator app, then click "Continue."



— OR —

V7YE6NBUCLDPAZFCE6DXOD4DTWS5VBEV

[Copy](#)

Cancel

Continue



Step #7 Backup Code

Create an Account (FSA ID)



Step 7 of 7

Enable Two-Step Verification: Backup Code



We recommend storing your backup code in a safe place.

Your backup code is a special code that lets you access your account in the event that you cannot use any other two-step verification method.

Your Backup Code Is:

CK3H1SM5MRET

☐ I have stored this backup code somewhere safe.

Previous

Continue

**Please store your
backup code
somewhere safe now.
If you cannot access
your account through
two step verification,
this is the only way to
access your account.**



Step #7 – Identity Verification

Create an Account

Step 7 of 7

Identity Verification

One last step! We're required to ask additional questions when you don't have a Social Security number (SSN) to verify your identity. You must answer these to finish creating your account.

The results of the identity verification will be displayed on the next page—note that you won't be able to return to this page to answer these questions again.

Which of the following is the street name of your most recent previous address?

- ☐ Florida Ave NW
- ☐ Sesame Street
- ☐ Langston Pkwy
- ☐ None of the above

Which of these phone numbers have you ever used previously?

- ☐ (316) 775-5152
- ☐ (970) 680-6986
- ☐ (128) 791-0911
- ☐ None of the above

Which of the following is a current or previous employer?

- ☐ Adidas
- ☐ The Walt Disney Company
- ☒ Nokia
- ☐ None of the above

Which of the following people lives or owns property in Tafuna?

- ☒ Aasiya Jayavant
- ☐ Leo Knight
- ☐ Justine Marshall
- ☐ None of the above

These are examples of the questions asked in the knowledge-based identity verification

This process is generated by a credit bureau, but no credit check is completed.

No credit history is required to generate questions.

You only have one opportunity to answer these questions correctly.



Identity Verification – Verified

Your Account Was Successfully Created

What's Next?



Your Identity Has Been Verified!

You can log in and start filling out the FAFSA® form.



Remember to Save Your Backup Code

Your backup code lets you access your account in the event that you cannot use any other two-step verification method.

Your Backup Code is:

RJY47DN2J6DF

What You Can Do Now

- Add information to a student's FAFSA form as a parent or spouse.
- Complete the FAFSA form online as a student from a [Freely Associated State](#).
- View your [account dashboard](#), which includes checklists and other information.

[Return to Login](#)

If the user's identity is verified through the knowledge-based questions, they can start using their FSA ID to log in and complete their section of the FAFSA.



Identity Verification – Not Verified

Your Account Was Created But You Need to Contact Us

What's Next?



Call to Confirm Your Identity

We couldn't verify the information you provided. Call us at 1-800-433-3243 to confirm your identity.



Remember to Save Your Backup Code

Your backup code lets you access your account in the event that you cannot use any other two-step verification method.

Your Backup Code is:

RJY47DN2J6DF

What You Can Do After We Verify Your Identity

- Add information to a student's FAFSA form as a parent or spouse.
- Complete the FAFSA form online as a student from a [Freely Associated State](#).
- View your account dashboard, which includes checklists and other information.

[Return to Login](#)

Account was created, but cannot be used until the additional verification process is completed

An email will be sent to let the person know their next steps to complete the FSA ID process.

This process requires them to call The Federal Student Aid Information Center (FSAIC)

You cannot go back to try and answer the questions again



Identity Verification Process



Step 1

Call Federal Student Aid Information Center (FSAIC) at 1-800-433-3243.



Step 2

A customer service representative will look up your account and initiate the identity verification process.



Step 3

You will receive an email with a case number and instructions for providing the proper documentation for FSA to use to verify your identity.



Step 4

Submit the required documentation via email.



Step 5

Within 1-3 days of sending documentation, FSA will provide an email confirming that your identity has been verified.

The Identity Verification Process only applies to individuals without an SSN who are unable to be verified in the FSA ID creation process.



Identity Verification Required Documents

Everyone must provide a completed attestation form and provide required documents. Forms of ID must be unexpired

Proof of Identity

One of the following forms of ID

- Driver's License
- State or Cite Identification Card
- Foreign Passport

Or

A Utility Bill & ID

The utility bill must have the address that matches their account and their name on the bill.

- One of the Following forms of ID will meet this requirement
 - Municipal identification card
 - Community ID
 - Consular identification card



Those Without Required Verification Documents

FAFSA® Form

Free Application for Federal Student Aid

July 1, 2024 – June 30, 2025

Federal Student Aid
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

Use this form to apply free for federal and state student grants, work-study, and loans. Or apply free online at fafsa.gov.

Apply by the Deadlines

For federal aid, submit your application as early as possible, but no earlier than **December XX, 2023**. We must receive your application no later than **June 30, 2025**. Your college must have your correct, complete information by your last day of enrollment in the 2024–25 school year.

For state or college aid, the deadline may be as early as December 2023, and you may need to complete additional forms. Check with your high school counselor or a financial aid administrator at your college. See the state deadlines on page 2. If you are applying close to a deadline, we recommend you submit your FAFSA form online at fafsa.gov.

Fill Out the FAFSA® Form

The FAFSA form has five sections: Student, Student Spouse, Parent, Parent Spouse or Partner, and Preparer. To determine who needs to provide their information, consult "Who must provide information on the FAFSA form?", on page 3.

You may fill the answer fields electronically and then print the form, or print the form first and complete it by hand. If you complete the form by hand, use dark ink and write clearly, as shown below. A computer will process this form; therefore:

- Fill in both circle and square answer fields completely:

Correct ● ■ Incorrect ⊗ ⊖ ⊗ ⊗

- For circle answer fields, choose only one response;
for square answer fields, choose all that apply:

○ ● ○ ■ □ ■

- Print in BLOCK CAPITAL letters and skip a box between words;
for multi-line responses, wrap any incomplete words onto next line:

1	4	1	6		P	L	U	M	S
T		A	P	T	4				

Continue on next line.

- Report dollar amounts such as \$12,356.41 without cents;
if negative, completely fill the circle (⊖) before the answer box:

⊖ \$

				1	2	3	5	6
--	--	--	--	---	---	---	---	---

Refer to the notes on pages 21–22 as instructed.

For help in filling out the FAFSA form, go to StudentAid.gov/completefafsa or call 1-800-4-FED-AID (1-800-433-3243). If you need assistance in another language, visit StudentAid.gov.

Special Circumstances?

If you or your family experienced significant changes to your financial situation (such as loss of employment or pay cuts), or other special circumstances (such as tuition expenses at an elementary or secondary school or high unreimbursed medical or dental expenses), complete and submit this form as instructed. Once you submit the form, discuss your special circumstances with the financial aid office at the college(s) you applied to or plan to attend.

2024–25 FAFSA® Form

If a parent cannot provide the documents for the FSA ID identity verification process, they can still complete a paper application with their student.

- They may need access to a printer if the document cannot be printed at school or a library.
- Will need to be mailed into Federal Student Aid.
- Takes longer to process the paper application.



Taking the Next Step

Gather Your Information

Determine Which Application You Should Use

Create an Account

Apply for Financial Aid

Next Step