MC

MONTGOMERY
COLLEGE

ELECTRONIC FORMS STUDENT USER GUIDE

Contents

How to Access Required Forms:

1. Access the requested Financial Aid forms in MyMC mymc.montgomerycollege.edu
2. On the MyMC Home page, click on **Financial Aid** link.

3. Once on the financial aid page, scroll down to **Financial Aid Requirements.**
4. Select the appropriate aid year from the drop down list, if the default aid year shown is not correct.
5. The items without green checks are what you need to submit. You can access the forms and or instructions by clicking on the requirement link.

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

How to Complete Electronic Forms:

1. The Electronic Form will have your M#, 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 gives you 45 minutes to complete the form.

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

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

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

SECTION C: DEPENDENCY QUESTIONS

At any time since I was age 13... *

- ○ Both my parents were deceased.
- ○ I am or was appointed to a legal guardian by a court in my state of legal residence.
- ● I am or was in foster care.
- ○ I am or was a ward of the court.
- ○ I made an error on my FAFSA, none of the above situations apply to me.

Upload official documentation of your participation in the foster care system.   * Choose File No file chosen   Upload files in PDF or JPG formats only. We may not be able to process files in any other format.

Files over 25 MB will not be accepted

7. **Save Progress:** If you are unable to complete the 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 an action. Select 'Log out' to save and exit. Select 'Continue' if you want to keep filling the form out.

Your form has been saved as a draft. If you need to stop working on this form and continue it later, you may find the form in the pending / drafts section under "My Forms"

Continue   Log Out
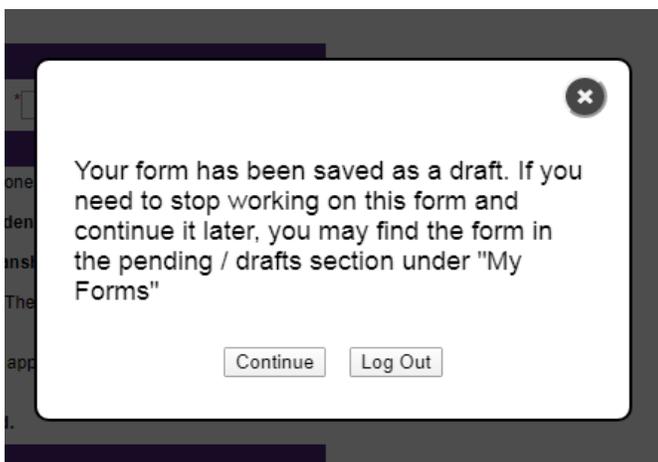
How to E-Sign and Submit Electronic Forms:

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

SECTION C: STUDENT SIGNATURE

In addition to all statements I checked above, I understand that if I am NOT eligible for financial aid for any reason, I am responsible for 100% of all tuition and fee charges.

I understand that for classes to be held, this form along with all other requested forms must be submitted at least 5 business least 5 business days before the next scheduled delete date.

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

*

(click to sign)

Signature   Date

[Save Progress] [Submit Form]

3. Students 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.

Sh
Sh▮▮▮▮▮

Hu
Hus▮▮▮▮

[Sign Electronically]

Opting out of electronic signature will cause delays in processing. Please contact the Financial Aid Office 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 Financial Aid office 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 C: Certification

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

Each person signing below certifies that all of the information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date.

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.

...3938333033

_Sh_____ Hu____   05/18/2020, 4:45 PM
Signature   Date

[Save Progress] [Submit Form]

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

MC MONTGOMERY COLLEGE

Thank you for completing the 2020-2021 Request for Class Reservation form. Please keep a copy for your record.

[View Form PDF]

7. Be sure to log out of the MyMC and online forms.

8. It may take up to 5-7 business days for the form status on MyMC to turn green after submitting the form. When you submit the form, it comes to the Financial Aid office for an initial review. If everything is ok, the form status will change to green on MyMC.

How to access the Incomplete Form that I saved earlier:

1. You can access incomplete/draft/pending forms by logging in to MyMC and clicking on that form link under 'Financial Aid Requirements' section on the Financial Aid page.

Financial Aid Requirements

2020-21 Academic Year | Choose Another Aid Year ▼

Requirements	Fund	Term/Period	Status
Check your classes for financial aid eligibility.			⊘
Dependent student's household size and number in college.			⊘
Montgomery College Financial Aid Application 2020-2021			⊘
Parent(s) 2018 W-2form			⊘
Reservation Form 2020-2021			⊘
Cash Management Authorization for current charges			✅

Message   Holds ↪   Financial Aid Status   Progress

2. Following menu options will open in a new tab. Dynamic Forms is our vendor that hosts Electronic Forms for MC.
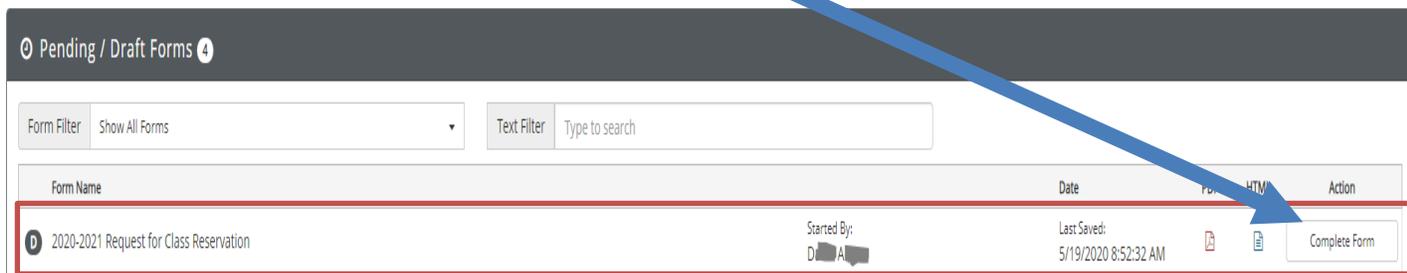
Welcome to Dynamic Forms

Duplicate Form Found

A draft of this form was saved on: **Tuesday, May 19, 2020 8:05 AM.**

What would you like to do?

- 🕐 Pending / Draft Forms
- 📁 Forms History
- 🔒 Manage your Account

3. Select 'Pending/Draft Forms' from the menu. You will see the list of incomplete/pending forms that you had saved earlier.
4. Select 'Complete Form' button under 'Action' to return to complete that specific form.

5. The form will open up for you to complete it.
6. Refer to the 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 form by logging in to MyMC and clicking on the form link under 'Financial Aid Requirements' section on Financial Aid page.

Financial Aid Requirements

2020-21 Academic Year   Choose Another Aid Year ▼

Requirements	Fund	Term/Period	Status
Check your classes for financial aid eligibility.			⊘
Dependent student's household size and number in college.			⊘
Montgomery College Financial Aid Application 2020-2021			⊘
Parent(s) 2018 W-2form			⊘
Reservation Form 2020-2021			⊘
Cash Management Authorization for current charges			✓

Message   Holds ▸   Financial Aid Status   Progress

2. The form will open in a new tab. Select your Parent's email from the dropdown box. Click on the 'Continue' button.

Instructions

MC **MONTGOMERY COLLEGE**

Dear Dependent 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.

Thank you,
The Office of Financial Aid

Form Participants

Parent

Please select   ▼

This information is not correct, allow me to enter the email manually

Please note: Selection of a different e-mail address will be noted on your record.

Continue

Note: If the parent's email address shown is invalid, then click on 'This information is not correct…..email manually' link. Enter your parent's name and email address. Click on the 'Continue' button.

3. Start filling out the form. When done, e-sign and submit the form. Refer to **'How to complete Electronic Form'** 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 FAForms-NoReply@montgomerycollege.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 have one. 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 on the form when returned for review/rejected',** when that happens.

Parent Notification Management Tools:

Following are some Parent Notification Management Tools available to you.

1. How to check parent signature status on the form?

   You will receive a conformation email after your parent reviews and e-signs the form. Additionally, you can also check the status of the form by logging in to MyMC and clicking on the form link under 'Financial Aid Requirements' 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 specific form listed, then your parent has signed the form.

2. How to resend email notification to the parent

Make sure that you submitted the form. Log into MyMC and click on the form link under 'Financial Aid Requirements' 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.

How to submit corrections and fix errors on the form 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 they are reviewing the form.

b) By Financial Aid Office

Financial Aid office may return the form to you to seek clarification on the information you provided on the form, upon initial review.

1. You will receive an email on your college's email address from FAForms-NoReply@montgomerycollege.edu stating the reason the Financial Aid Office is making your form incomplete.
2. Please do not reply to the email, as it is a no-reply inbox, instead send your inquiry to FinancialAid@montgomerycollege.edu or call 240-567-5100 if you need help.
3. Dependent students may receive an email from their parent's email address, if the form is being returned for review by their parent.
4. In either case, the form is in incomplete status now and is awaiting action from you to either make corrections or provide additional information as outlined in the email.
5. To access the form, refer to **'How to access the Incomplete Form that I saved earlier'** section.
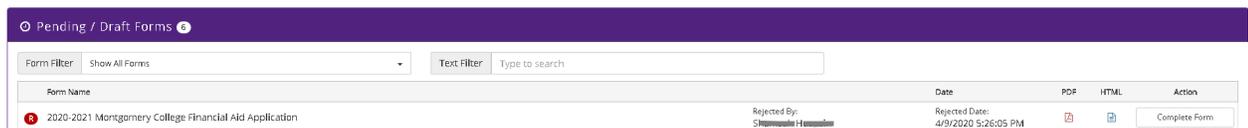
6. You will see a red icon with 'R' next to the form name. Fix incorrect information and re-submit the form.
7. For forms requiring parent signature, your parent will have to review and re-submit the form.

# How to edit/update information after submitting the form:

You generally cannot edit the information on the form after you submit it. The forms that require parent signature, if your parent has not submit the form yet, the parent can reject the form to return it to you to make edits (refer to parent guide for instructions). To edit/update the forms once it is submitted please contact the Financial Aid office via email FinancialAid@montgomerycollege.edu or call 240-567-5100.

Duplicate Submission Error:

If you attempt to fill out a form more than once, you may receive a warning message letting you know that the form has been previously submitted. If you receive this message and you need to update the form, please contact the Financial Aid office.

How to access submitted forms:

1. You can access submitted forms by logging in to MyMC and clicking on Dynamic Forms icon under 'Financial Aid Tools for Current Recipients' section on Financial Aid page.
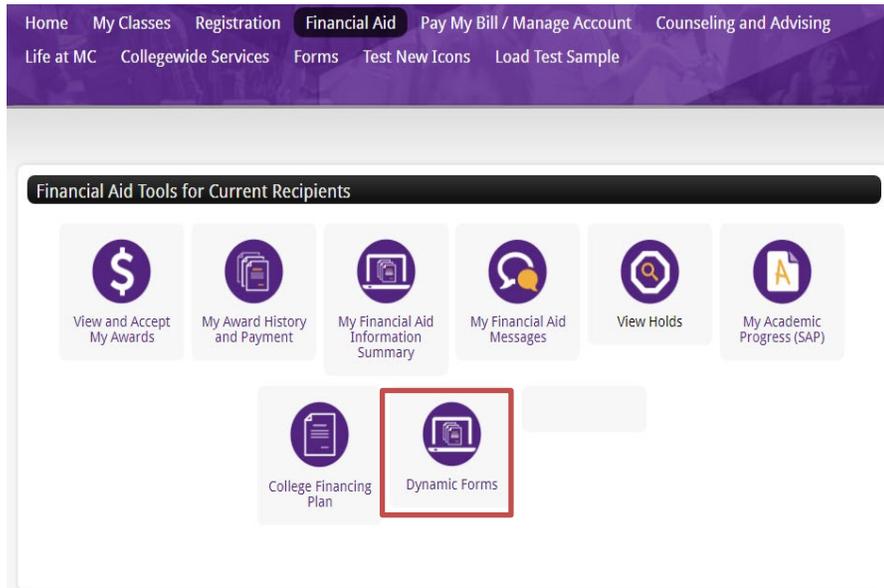
2. Then click on 'Forms History' button from the menu to view the details of the submitted forms.

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.
If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

⊙ Pending / Draft Forms
⟳ Forms History

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

⟳ Form History ❸

| Archive Filter | Show All Forms ▾ | Text Filter | Type to search |

Form Name	Form Started By	E-Signed Date	PDF	HTML
● Cash Management Authorization Form	D███AR███	5/15/2020 9:55:26 AM	📄	📄
● 2020-2021 Parent W-2s	D███A███	5/1/2020 8:28:06 AM	📄	📄