

Dependent Verification Worksheet: Signature Options and Instructions

[How to Opt Out of Electronic Signature](#)

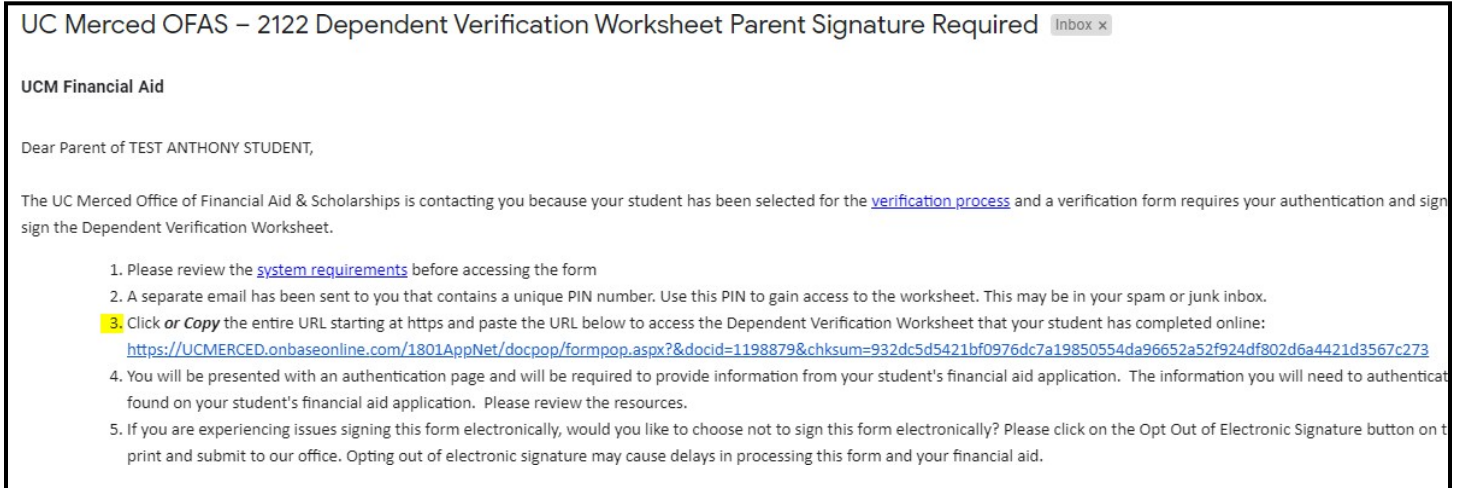
[How to Sign a PDF Form](#)

[How to Submit PDF Form](#)

[How To Sign Electronically After Opting Out](#)

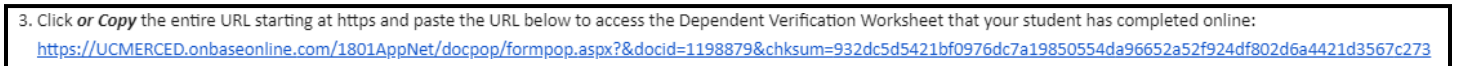
How to Opt Out of Electronic Signature: Dependent Verification Worksheet

1. Open email that was sent to them by our office with the subject line "UC Merced OFAS – 2122 Dependent Verification Worksheet Parent Signature Required"



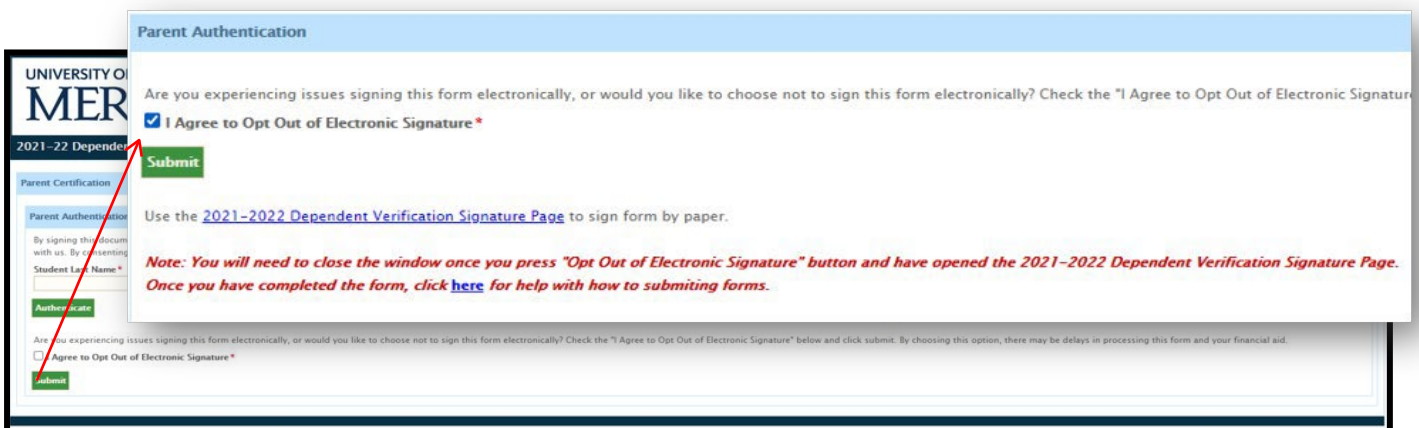
- a. This email should've been sent to the parent email address provided on the Dependent Verification Worksheet
- b. Contact our office if you need the email to be resent or to update the email address

2. Follow step 3 which directs parent to:



- a. Click or copy the entire URL starting at https and paste the URL below to access the Dependent Verification Worksheet that your student has completed online

3. Click on checkbox that states "I agree to opt out of electronic signature" and press "submit".



- a. When you click on the checkbox, a link to the 2021-2022 Dependent Verification Signature Page should appear which should direct you to the PDF signature page.

How to Sign a PDF Form

1. Signing the PDF form
 - a. Electronically
 - i. In Acrobat Reader, select "Tools", then "Fill & Sign".
 - ii. Click "Sign", then "Add Signature".
 - iii. Click "Draw" and sign your signature with your mouse. You can also add an image of your written signature. *We do not accept typed signatures.*
 - i. Date the form.
 - iv. Click "File", "Save As", then save as the name of the form with your name on it. If the system prompts you, select "Save a Copy"
 - b. Print
 - i. Print form.
 - ii. Sign and date form.
 - iii. Scan or take a picture of the document (verify that document is clear).

How to Submit the PDF Form

1. Submit the form
 - c. Upload to your checklist.
 - i. Click on requirement you are submitting your document for.
 - ii. Select "Browse" and select your document to upload. You can upload multiple files by holding down shift when you select your files.

Document	Parent 1 2018 Federal Income Tax Return or Transcript
Department	Financial Aid
Term/Aid Year	2020-21

No files selected.

Up to 10 files may be uploaded, and each file may be up to 10 MB in size. You MUST select more than one file (if applicable) at the same time by using the "shift" key or the "command" key, depending on the type of operating system you are using.

NOTE: Documents with multiple pages such as tax returns/transcripts should be converted into one of the following document types: PDF, JPEG, PNG or TIFF.

- iii. Click "Upload".



Tip: You can also upload photos of printed and signed documents.

- d. Fax document to our office at (209) 228-7861
- e. Mail printed and signed forms to our office:

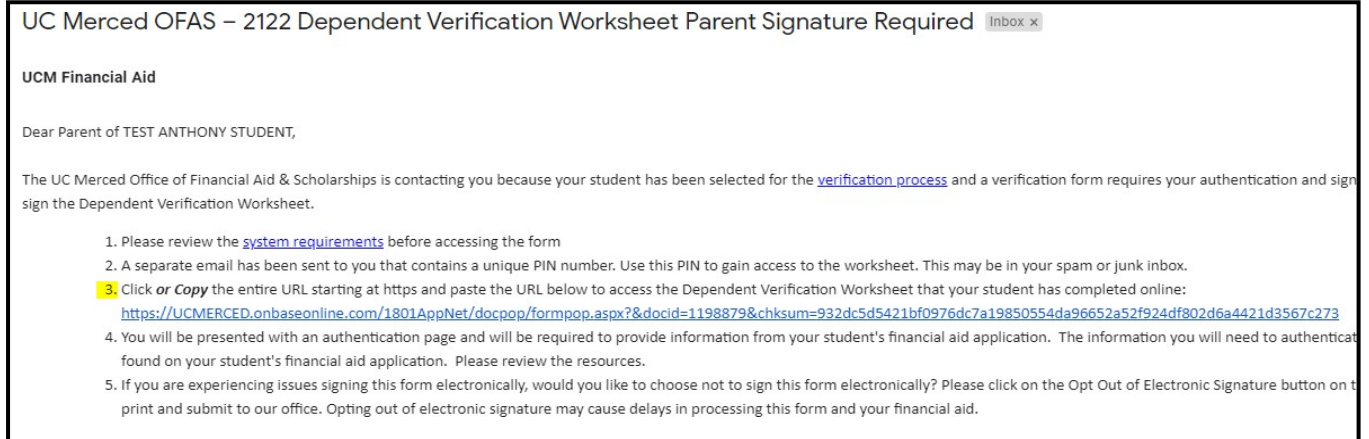
UC Merced Financial Aid
5200 N. Lake Road
Merced, CA 95343

Contact Us

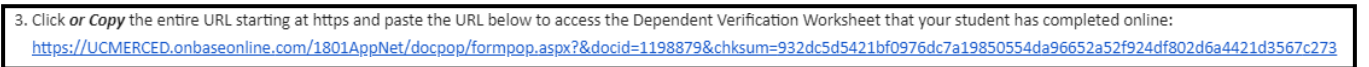
- Visit our website: financialaid.ucmerced.edu
- Email us: finaid@ucmerced.edu
- Give us a call: (209) 228-7178

How To Sign Electronically After Opting Out

1. If you selected the "Opt Out" option and now want to sign electronically, [contact our office](#).
2. After contacting our office, your parent will receive a new email with directions and a link to sign electronically. *Note: Email will be sent by end of the business day.*



3. Follow step 3 listed in the email which directs parent to:



4. Once parent opens the link, the parent authentication window will open. Parent will need to uncheck the *I Agree to Opt Out of Electronic Signature* box.

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2021-22 Dependent Verification Worksheet

Parent Certification

Parent Authentication

Are you experiencing issues signing this form electronically?

☒ I Agree to Opt Out of Electronic Signature *

Submit

If you change your mind and want to sign this form electronically, uncheck the "I Agree to Opt Out of Electronic Signature" and enter the appropriate prompts above, then click on Authenticate.

Use the [2021-2022 Dependent Verification Signature Page](#) to sign form by paper.

Note: You will need to close the window once you press "Opt Out of Electronic Signature" button and have opened the 2021-2022 Dependent Verification Signature Page.
Once you have completed the form, click [here](#) for help with how to submitting forms.

5. Once parent unchecks box, electronic authentication fields will appear, and parent can electronically authenticate.

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2021-22 Dependent Verification Worksheet

Parent Certification

Parent Authentication

By signing this document, you give your consent to electronic disclosures and to the use of electronic signatures. This consent informs you of your rights when receiving legally required disclosures, notices and information from us and when using electronic signatures in connection with your transactions with us. By consenting to the electronic delivery of disclosures, you agree that we may provide electronically any and all communications to you. You are not required to receive notices and disclosures or sign documents electronically.

Student Last Name * Student First Name * Student Date of Birth * Confirmation PIN *

Authenticate

Are you experiencing issues signing this form electronically, or would you like to choose not to sign this form electronically? Check the "I Agree to Opt Out of Electronic Signature" below and click submit. By choosing this option, there may be delays in processing this form and your financial aid.

☐ I Agree to Opt Out of Electronic Signature * The value must be a Numeric (Up to 9 Digits) value.
 The value cannot be longer than 9 characters.
 This field is required.

Submit