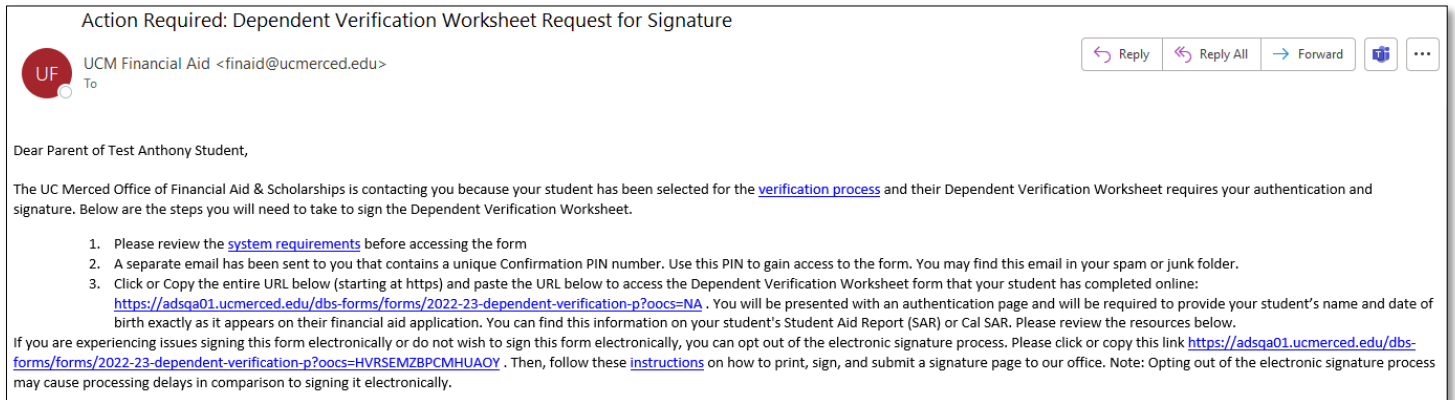


How to Opt Out of Electronic Signature: Dependent Verification Worksheet and Verification of Parent Marital Status

1. Open the email that was sent to your parent from our office with the subject line "Action Required: Dependent Verification Worksheet Request for Signature" or "Action Required: Verification of Parent Marital Status Worksheet Request for Signature". We'll use the Dependent Verification Worksheet for this example, but these instructions also apply to the Verification of Parent Marital Status form.



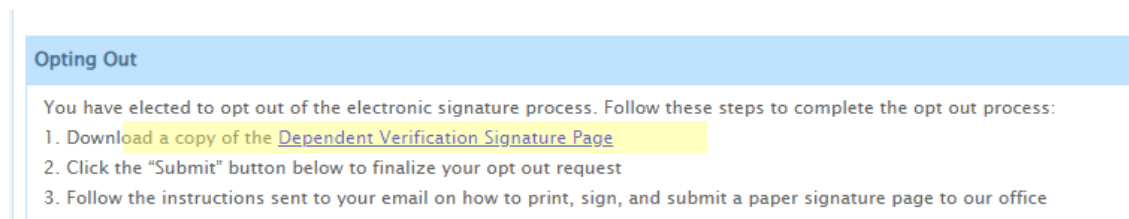
- a. This email should have been sent to the parent email address provided on your electronic form.
- b. Contact our office if you need the email to be resent or to update the email address.

2. Scroll past the numbered steps for signing electronically, to the portion that states the following:

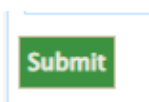
If you are experiencing issues signing this form electronically or do not wish to sign this form electronically, you can opt out of the electronic signature process. Please click or copy this link <https://adsqa01.ucmerced.edu/dbs-forms/forms/2022-23-dependent-verification-p?oocs=HVRSEMZBPCMHUAOY>. Then, follow these instructions on how to print, sign, and submit a signature page to our office. Note: Opting out of the electronic signature process may cause processing delays in comparison to signing it electronically.

- a. Click or copy the entire URL starting at https and paste the URL below to opt out of the electronic signature process

3. Download a copy of the paper signature page, highlighted in Step 1.



4. Click the Submit button to finalize your choice.



5. Follow the instructions on the next page that explain how to sign and submit your paper signature page.
Note: It can take some time for your student checklist to update and allow you to submit your paper signature page. Please wait at least two hours before attempting to submit this page online.

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
<input type="button" value="Browse..."/> No files selected.	
<small>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.</small>	
<small>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.</small>	

- iii. Click "Upload".

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

- d. 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: financialaid.ucmerced.edu/contact_us
- Call the [Students First Center](#): (209) 228-7178