How to Complete the Verification Process Online in SOAR: Dependent Students

Step 1: Student sho	ould login to SOAR: <u>http://soar.usm.edu</u>
S	OAR A SOUTHERN MISSISSIPPI
	User ID
	W801870
i i i i i i i i i i i i i i i i i i i	Password
	•••••
	Password Help (CampusID) Sign In
If you experient	e errors after logging in, clear your browser cache and try again.
Copyright © 20	00, 2015, The University of Southern Mississippi and/or its afflitates. All rights reserved.

Step 2: Click on Tasks Tile on Student Homepage



C Dartherapy			Tasks		
To Do List	3	To Do List			
⊗Heits (a)					Sines
					71
		Ъя	Due Gete	Status	
-	*	20-21 Dependent Verification	11/01/2020	Inflated	3
		Parent 2018 IRS Tax Transcript	15/01/2020	initiated	्र
		Student 2018 RS TexTranscript	11/01/2020	initiated	

Step 3: Click on the Dependent Verification To-do Item.

Step 4: Click on the link in the description: Online Verification Worksheet



Step 5: Student should grant Parent/Guardian Access

	Step 1: Student and Family
Step 1: Student and Family	Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before determining Federal Student Aid eligibility, we MUST ask you to confirm the information you your parents regoring on your FAFSA with the information on this werksheet and with other required documents. If there determines, your FAFSA with the information on this werksheet and with other required documents. If there determines, your FAFSA with the information on this werksheet and with other required documents. If there determines, your FAFSA with the information on this werksheet and with other required documents.
Step 3: Parent Taxes	Please read directions carefully You must camplete, sign, and submit all required documents to the Office of Financial Aid by the published deadline. The Office of Financial Aid may ask for additional information. If you have questions cancer the verification process, please contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.
Final Review	NOTE: Your Online Verification Worksheet can be signed by both the student and the parent. We are not finding parent access granted in our system. If your parent whese to sign your Online Verification Worksheet electronically, you will need to grant them access. If you choose not to grant access you will need to print the worksheet for your parent to sign and email to financial aid@usm.edu. To set up Parent Access to sign electronically, select the button below labeled "Parent/Guardian Access": Description for access to sign electronically.
	Student Information Student IX Boyroux Eagle Student IX Botton Address Line 1 Address Line 2 Address Line 3

Step 6: Setup Parent/Guardian Access

G Student Homepage		Parent Access			,
Parent/Guardian Access	ALLEYS Eagle Seminar Galaxies Authorized Users Way may authorize a Nind party to review your academic and for payments on your shudeet account. You can add up to hou auth 1. To create a new authorized user, click "Add Have Over", 2. To delete a content authorized user, click "Delete".	ancial incode and make picced users.			New Window Herry
			Parastata Pa	nd (View All) 🕼 🛛 🖓 🕈 nd 🕈 🖓 🕇 and 👘 Last	
	1 L II Pittiszo Jm Thompson	thingshippine::gme::xm	x0x(f12241)	1905(2020	
	Addition User CANCEL	pendendene pline zen	JC017240	1000ccus (E	

Step 7: Finish Granting Parent Guardian Access to Parent Listed on FAFSA

itudent Authorization	
Based on the Family Educational Rights and Privacy Act of 1974, student's educational and financial records are private and confide student. You academic and financial records may only be release landy member.	also known as FERFA or the Buckley Amendment, a stail between the educational matthation and the id with your consent to any third party, including a
By creating an Authorized User account, you are granting a third precords.	party access to the following academic and financial
View adudemic class toChebie View gadet Wee adonsiem status View fornosiem status View intragradue tehnation View intragradue tehnation View intragradue tehnation View general academic information	
fou have the right to remove this access an any time. You have the primary responsibility as the student to maintain and have next.	communicate the important information to your desired
Authorized Users Name Disarta Ture	
Authorized Users Name Disaria Tus Email Address Disaria surgiscurements edu	
Authoritied Users Name Disma True Diseal Adjourne Disma and provident of the Dastern Diseal Adjourne Disma Strugtourneenthieds	
Authorized Users Name Disma True Disel Address Disma surghurumienth eth Cadres Disel Address Disma Singhurumienth eth Unerer Philosopo	
Authorized Users Name Diana Init Email Adjaces Deans and providential of Cadree Initial Adjaces Deans Single providential of Unertil Philosocomesistics Passwerg Procession/2020	Passwod Citaria
Authorized Users Hanne Distria Tutt Email Address Torena surgioursements entry Content Email Address Torena Singleuteneents entry Unered Philosoffice Parametry Transactionermication Contents Parametry Transactionermication Contents Parametry Transactionermication grant complete academic and financial account Johnson Parametry Transactionermication grant complete academic and financial account Johnson Parametry Transaction and Clance Address program elevent the Accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Clark the ADD but Parametry Tuta accept Authorization Sources and Sources accept Authorization Sources accept accept Authorization Sources accept ac	Passend Crists from Winissippi parmission to share the indicated above, Note: If you do not with to ck CARCL to return to the main mean, Please the If you want to complete this authorization, don

Step 8: Complete Online Verification Form (navigate through to-do list)

			Diep 1: Student and Family			100	T
and the state of the state	True Drillie Technology Worksh	eri ion be signed by both the eludest and t	to parent. He are not finding parent ass	area granted in our speaks.	terms and the second second		1.0
	Hyper parent withen to sign pa-	e Online Verification Mortscheet electronica	ity per ull need to grant them expect it	you choose run to great access	per all read to plint the statistical for your parent	the sign and send	10
will likely	toanca: antguon eos						
	To set op Parket Arrens in sign	elastranically select the buttor before label	ed "Perentilluartian Joness"				
THE P PROPERTY OF	President State						
s Trans	and the faile	17 Biosciettaria B	and a fair				
		in the local division of the	And a second sec				
		Contract of the local division of the local	Control of				
		interest in 7	rest and the second second				
		Demain ing t					
		Salari (M)					
		Bank Cate 1	and a second of				
		1964 B	when the set				
		Room of	of the shall				
		Entrany O	and the second				
		Manual IV. (T	The state is a second				
	Parity Womality						
	Department Student's Pania via Uning the plan between ones, with the bala. • Freenel • Harmel and the basedwidt • Hallings and an Other reflectuality Halmes must be undersol to the b	emation distributions as part "Scandroll, Dat your parents, oil product more likes had of a local of Listopers, ² retrained with the species	ne saod for day 1 350 Yough Joe	- BE 2671			1.0
						51.0	3.15
	Tubliane	Age - Date of North 1	Relationship in Society 1	College 1	101 Be Briefed at Lass Ball		
	Part Issue	10 march 10	1	1004	17.9		
	Collection of the local distance of the loca	- maxim (2)	also	100		1.1	-77
	Common -+						

Step 9: Answer Student Tax Questions

	Step 2: Student Taxes	1	0
Step 1: Student and Family	Income Tax Information		
Step 2: Student Taxes	Did you or your spouse, if married, file taxes for tax year 2018? (Continue to next question)		
Final Review	Two Tax RETURN FILERS - Important Note: If you (or your spouse, if mamied) file, or will file, an <u>amended</u> 2018 IRS tax return, you must submit the 2018 IRS tax return transcr the signed 1040X which includes the reason for the amendment. Select the button that applies	ipt an	hđ
	 I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if mamed, my spouse's) 2018 IRS income information into my FAFSA on the initial FAFSA or when making a correction to the FAFSA. Your school will use the IRS information that was transferred in the ventication process. I, the student (and/or the student's spouse, if married), <u>did not use</u> the IRS Data Retrieval Tool in FAFSA on the Web, and the student (and/or the student's spouse) mammed) will submit to the school a 2018 IRS tax return transcript - not a photocopy of the income tax return 	eith I	ier -
	To obtain an IRS tax return transcript, go to Internal Revenue Service and click on the "Get my Tax Record" link or call 1-800-908-9848. For new users, you may need to n copy via the "Get my Tax Record" link. Make sure to request the "RFS tax return transcript" and not the "RFS tax recount transcript." You will need your Social Security Numi of birth, and the address on Ne with the IRS (normally this will be the address used when the 2018 IRS tax return was field). It takes up to two weeks for IRS income inform be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.	eque bar a tabor	ota tote n to
	Continue>		

Step 10: Answer Parent Tax Questions

	Step 3: Parent Taxes	A : 🛛
Step 1. Student and Family	Parent Income Tax Information	
Step 2 Student Taxes	Did you or your spouse, if namied, file taxes for 2013? * Yes	
Step 2 Parent Taxes	TAR BETURN FILERS - Important Note: If you (or your spokes), if manied) file, or will lie, an <u>amended</u> 2016 RS tax intum, you must submit the 2016 RS tax intum transcript and the signed 104XX which includes the reason for Select the buttor that applies.	r the amendment.
Final Review	 I, the parent, <u>have used</u> the RS Data Received Tool in FW-SA on the Web to transfer my (and, if manied), my spouse/b) 2018/RS income information into my FAFSA, either on the initial FW-SA on when making a correction school will use the RS information that was bandwined to the ventication process. I, the parent (and/or the parent's spouse, if manied), <u>disting tage</u> the RS Data Relevant Tool in FW-SA on the Web, and the parent (and/or the parent's upcase, if manied) will solve to the school a 2018 IRS tage the RS Data Relevant Tool in FW-SA on the Web, and the parent (and/or the parent's upcase, if manied) will solve to the school a 2018 IRS tage the RS Data Relevant Tool in FW-SA on the Web, and the parent (and/or the parent's upcase, if manied) will solve to the school a 2018 IRS tage the RS Data Relevant Tool in FW-SA on the Web, and the parent (and/or the parent's upcase, if manied) will solve to the school a 2018 IRS tage the RS Data Relevant Tool in FW-SA on the Web, and the parent (and/or the parent's upcase, if manied) will solve to the school a 2018 IRS tage the RS Data Relevant to the school a 2018 IRS tage the RS Data Relevant to the school a 2018 IRS tage the the School and RS are not the school a 2018 IRS tage the the School and RS are not the school a 2018 IRS tage the tage the tage the RS Parent tage tage to parent RS are not tage tage. The school and RS are not tage tage to parent RS are not tage tage to parent RS tage the RS parent tage tage to parent RS are not tage tage. The school and RS are not tage tage to parent RS are not tage tage. The school and RS are not tage tage to parent RS tage relation to the available for electronic IRS tage relation Bers, and up to eight neeks for paper. RS tage relation Bers. 	ito the FAFSA, Your n transcript - nol a wai the "Cert my Tax Ne address used

Step 11: Review Worksheet Summary

			Final Review			* 1	Q
Step 1: Dissleri and Family	Budent Parkity Information					31	-
Rep 2: Budeni Sares						16 Q 1	4
Beg 3 Famil Taxes	Hama O	Age 1 Date of Birth 1	Balationship to Baakert 1	College 1	Envilled at least half 0		
	Gagie.Seymour	20 06/16/2008	8,94	USA	700		
The Recev	Eagle,Parent 1	40 09/10/1988	Bother	1/58/	N		
	Student Taxes					4	
						16 Q 1	2
	Print Burn C		R.L. Law Part and C.				
	Shale si Bruphyma si					50	1
	Employed -						
	764						
	Mudant Employers					34	_
						5 9	5
	Employer Hama 1					Amount	1
	Tean failey					1862	-
	ND Car Mole					492	
	Parent Taxes					1	
						76 Q	5
	Plied Board 0		R3 Dea Relieval 1				
	Yes		No.				
	Parent Brigtoya ent					1	1
	Restand :						ì
	No.						
	And the strength						
	Carter Bulliohera					5 9	1
	Employed Home 0					Amount	
	Print Particular Northbarn Sava and Continue in Spran	en Page					

Step 12: Student Signature (Download PDF Prior to Signing if Needed)



Step 13: Login to Parent Portal

0.ser/ID
P1801870
Password
Password Help (GempirsID)
Sign In
mence enors after logging in, clear your brows or cache and t

Step 14: Navigate to Student Center and To-Do List

* Acatomics		Search for Chatees
Beende Devid Lichedulle Generator	Two are not secolar to class.	- Hulda
* Financian		De Not Viele au Transmit Caldadiae A perce Hald
Ny Account Account Station Financial AM	Account Summary You use 40.00. For below, clickle RD	Back fault from Constitution Decisional Definition
(invertionalistic 2)®	Currency used in US Dollar	To Do List 20-21 Dependent Verification
	View P Mate a Population	Parent 2016 IRS Tax Transmit
* Pays on al Information		- Enrolmont Data Message
	Contact Information Hone Mail	Open Environment Die twit Authorized, die T
	1310 Suthern Kills 3510 Gatter Expres Helthesburg MS 36406-0001 Hattlesburg MS 36466-0001 Famel Folds Honey USI Campus Monte AM1 Kills	Advisor A Mentors

Step 15: Click on the link in the description: Online Verification Worksheet



Step 16: Click on Go To Signature Page

1		
l	Step 1: Student and Family	Your Online Verification Worksheet has already been signed by one of the parties, the student or the parent. Changes are not allowed after at least one signature is acquired. Please go to signature page to complete this verification requirement. Please contact the Office of Financial Aid with questions.
		Hattlesburg Office: Phone 601 266 4774 Email financia Julgusm edu Signaturee Already Completed:
This worksheet has already been sloned by Sevmour Eagle		This worksheet has already been signed by: Seymour Eagle
		Go To Signature Page
1		

Student and Famil

Step 17: Parent Signature

Parent Signature			
		Dutentiane Septor Eage	
		States: 0 -901979	
		Paranter' EStricant & Digits	
		Parents' Loss Many	· · · · · · · · · · · · · · · · · · ·
Passes read controls: By signing this page, I contry that Changes after aslies solutioning	all the interv	nation reported is complete and correct. By officient leted through the Office of Financial Aid uning a pap	g same below, you are agreeing that all the toformation entered on this form is accurate, Once Ris form is seved, you will not be adde to make changes online. spar form,
Your antine verification workshoet	cannot be a	engleted or reviewed by a Financial Aid Counselor u	urd) you submit all required agentures on the worksheet. You can privi the verification worksheet to sign and email it to fisancial add(son.edu
Before you click Save, please alla	t the "Print V	erflication Worksheet" Authors to print and save a on	ngg to your computer.
		Carify that all before alter to contract (1986)	
		Surphonics-Date 10.062020	·
Print Verification Workshoots	Ann		
1	1		

NOTE: Parents' SSN Last 4 Digits and Parents' Last Name must match one of the parents on the FAFSA.

Step	18:	Navi	igate	back	to	Stud	lent'	s T	o-Do	o Lis	st

* Acatemica			Search Air Class	
aandi Mod chedula Genergtor	The are not established in challen.		w Hubbe	
* Financian			Do Not Nalwase Trans Callaction Agency Hall	riyit U
Ny Account Account Main Financial AM	Account formmary You uses 40.00	For debile, cbcal-6.82	Black Consett Term Constituent	Gillan
(internation All	Currence used in US Dollar		To Do Lie) 25-21 Dependent Vert	heatien
	View Invoices	Mate a Payment	Parent 2018 IPD Tax T	Aurana Aurana
* Pers an al Information			- Enrolment Date	Message
	Contact Information	Mail.	Ogiani Emolitmiani Dat	Not Automated (96.7)
	19 10 Southern Mills 9310 Golden Eagles Heathersburg, MS 39406-0001 Heathersburg, MS 39406-0001 Formet	1910 Gorden Lagter Hattenburg, 915 35426-0001 Forms	- Adebae	The user land authorite
	Home: 001/218-4367	USH Campus frans	Advisors & Mentocs	-

Step 19: Upload Needed Documents to Complete the Process in SOAR

	Document Up	vloads			Ŧ	0
Your 2020-2021 Free Application for Federal Student Aut 07AFS reported on your 74/95A. This page advect you to upload any and att required documents Upload Documenta	 A) was selected for mean a process called wolfcation. The two state to complete the wolfcation review. 	a that befans determining Federal Student Act eligibility, we MUST	atik you to canfirm the information you	and your	per	ons.
	Burlert Name Seymon Eagle					
	Sisadaeet 10 ND1870					7 count
				8	Q.	11.
Document Type 6	Pile Meme S	View this File	Upfood Pile			
Parent 2018 Tax Return Trans		Views shim. Film	Upfoad File			
Student 2010 Tax Return Trans		Views shall Film	Upload File			
Save Files You Uploaded						

Step 20: Find Document Saved on your Device

+ 🖬 + This P	C + Desktop			w. D. Search Derktop		p	
Organize • New fulder				bi •		0	
A PPSOUTHMS	Nerror	Date modified	Type	Particular Instance Instance and any any state		٦	-
a upd	1040-tax-transcript-sample	7/34/2006 11:19 AM	Ar	Nan Invition Canadian Association Department	_	11	
OneDrive - The Unit	SUMS Newletter Template	3/22/2020 11/09 AM	MD NA	Tax Return Transcript		1	

Step 21: Click Upload and Wait for Green Upload Complete Bar

	File Attachment	Done
hoose From		
MCN NO.		
My Device		
1040-tax-transcript-sample.pdf		
File Size: 211KB		
		Upload Complete

Step 22: Click Save Files You Uploaded

			2 104
	- 15	۹	74
ew this File Uploa	atfile		
eventhia Pile	ad File		
our this Pile	ad File		
	ee this File Uplo ee this File Uplo ee this File Uplo	er this File Upload File en this File Upload File en this File Upload File	ee this File Upload File ee this File Upload File ee this File Upload File be this File

Step 23: Repeat Steps 18-22 for Additional Needed Documents

Step 24: Monitor the Student's SOAR Account and USM Email for Updates or Additional Documentation Requested