

PIN TIP SHEET
PIN: Personal Identification Number
www.pin.ed.gov

What is it?

- A **four-digit code** that acts as your **online signature** and **access code** when filling out **FAFSA online**: www.fafsa.ed.gov (similar to the Personal Identification Number you get from your bank to access your bank account)

Who needs a PIN?

- **You** (the student) need a PIN
- Your **parent** needs a different PIN (only 1 parent needs a PIN)

How is PIN used?

- Allows students to sign the FAFSA online electronically.
- **Parent can sign electronically**, too.
- Both you and parent **correct or update** your application information with a PIN.
- To see **processed FAFSA** and **SAR** (Student Aid Report).
- To **Renewal FAFSA** each year in college.

How do I get a PIN? (It should only take a few minutes)

- Go to www.pin.ed.gov
- Click on “Apply for Pin.”
- Next pages reads, “Welcome to Pin Registration,” click on “Next.”
- Next page reads, “Step 1: Entry of Personal Information.”
- Enter your: **Social Security Number**
Last Name, First Name, Middle Initial
Date of Birth
Street Address, City, State, Zip Code
E-mail address
- Create a “**security pass-phrase**”: There will be no record kept of this pass-phrase, so if you lose it you will not be able to retrieve your PIN.
- You will be asked if you would like to create your own PIN, otherwise one will be created for you.
- Click “Next” and follow the rest of directions.
- Print the confirmation page.

How does my Parent get a PIN?

- The procedure is **exactly the same** as above: go to PIN website and click on “Apply for PIN” and enter **parent’s** SSN, name, address, date of birth, e-mail, and pass-phrase.
- Student can get PIN for parent if parent is willing to provide student with information.

When can I use my PIN?

- Your PIN is considered to be conditional until your information is verified with the Social Security Administration (SSA). **You may sign a 2009-2010 Free Application for Federal Student Aid (FAFSA) with it, but nothing else.** Once we complete verification with the SSA (1-3 days), you will be able to use your PIN to access your personal information on Federal Student Aid Web sites

What if I lose or forget my PIN?

- Go to Pin website and click on “**Request a Duplicate PIN.**”
- You will receive (e-mail/mail) the same PIN as you had before.

What if I want to file online but don't have a PIN?

- Instead of providing an electronic signature you can **print out the signature page and physically sign it** (along with a parent) and then mail this page to FAFSA address.
- If you submit FAFSA (paper/online) without a PIN you will eventually be sent a PIN even if you do not apply for one.

Is there a benefit for having a PIN when I submit online FAFSA?

- **Yes**, if you and parent sign electronically, each using your PIN, you will receive your Student Aid Report (SAR) within 72 hours.

What is a Student Aid Report?

- This is a **summary** of all the information you provided on FAFSA.
- You need to **review SAR** and make sure everything is accurate!
- You can **provide new Tax information** if you/parent estimated when you first filed.
- SAR also lists **EFC** in upper-right hand corner.
- **EFC**: Expected Family Contribution (the amount of money that your family can reasonably contribute to education)
- Subtract EFC from college's cost of attendance to approximate how much financial aid you may be offered.
- Your SAR will be mailed to the colleges that you listed on FAFSA.

What if I do not have an E-mail address?

- Seriously consider getting one!
- Many websites offer **free e-mail** accounts:
 - Examples: yahoo.com, netzero.com, hotmail.com, junos.com
 - From any computer, go to one of the websites mentioned above and look for link offering free e-mail account. Click on it and enter your information.
- Many colleges prefer communicating via e-mail.
- Makes FAFSA process much **faster!**
- Be sure to check e-mail daily (or frequently), so you do not miss any important messages!

Final Tips:

- **Get PIN now!** Keep it in a safe place, so you will be ready to submit online FAFSA between January 1st – March 2nd.
- Start a financial aid **folder** to keep PIN and other documents.