

# Filling out the FAFSA Online

*Once you know the basics, filling out the Free Application for Federal Student Aid (FAFSA) is pretty easy. For most people, the whole process takes about 30 minutes. So don't wait to get started!*

## GET YOUR FSA ID

Your FSA ID is both your username and password to log in to the FAFSA and your legal signature when filing the FAFSA online. Students and parents will need separate FSA IDs. Visit [StudentAid.gov/fsaid](https://StudentAid.gov/fsaid) to create your FSA ID.

### STEP 01



## GATHER DOCUMENTS

If you have your Social Security number, you can start filling out your FAFSA, but gathering some financial information first will make things easier. Try to gather your federal income tax info, W-2 forms, and account balances.

### STEP 02



### STEP 03

## FILL OUT THE FAFSA

Visit [fafsa.gov](https://fafsa.gov) or download the [myStudentAid app](#) to file your FAFSA electronically! If you use your FSA ID to sign in, it will automatically fill in some of your personal information and make it easier to transfer your tax information from the IRS.



### STEP 04

## SIGN AND SUBMIT

Sign your completed FAFSA using your FSA ID (both the student and parent will need to sign). Your information will go to the colleges and/or career schools you listed and they will contact you with financial aid information.



# FAFSA PRO TIPS:

- Providing a mobile phone number (or an email address that you can easily access) when creating your FSA ID will make it easier to unlock your account if you forget your username or password.
- You don't need to have all your financial information to start the FAFSA. You can get started, see what you need, then save your application and return to it later if you are missing something.
- Many people are able to import their tax information directly from the IRS, no tax documents needed.
- Sometimes the FAFSA is looking for very specific information that may not be obvious. Read the questions and definitions carefully and use the online help and chat feature to get quick answers.
- A quick review of the [FAFSA Common Mistakes](#) guide from MI Student Aid can help you avoid a lot of common problems.

## MASSP'S TOP 5 FAFSA RESOURCES

1. **[FAFSA Informational Videos:](#)**

A YouTube playlist of short, high-quality FAFSA informational videos from the U.S. Department of Education. Great for quickly informing yourself and others on a variety of FAFSA topics.

2. **[MI Student Aid Website:](#)**

A great website maintained by the State of Michigan that has information on [state sponsored scholarships](#) and local and national scholarship finder search tools. Also check out the [FAFSA Common Mistakes](#) one-pager.

3. **[BigFuture.org:](#)**

So what if you're still not sure where you want to apply? BigFuture.org lets you search colleges using tons of filters like your SAT score, desired major, and GPA to find colleges that will be a fit for you. You can create an account to save your list of colleges, create a custom profile, and link to your College Board account.

4. **[FAFSA for Special Populations \(NASFAA\):](#)**

A compendium of resources from the National Association of Student Financial Aid Administrators for helping students in special circumstances complete the FAFSA (homeless, ward of the court, undocumented, emancipated minor, etc.).

5. **[Office of Federal Student Aid Resource Page:](#)**

A host of information on FAFSA and financial aid generally, much of it in both English and Spanish. You'll find tons of helpful infographics, worksheets, and videos that can answer many specific questions, like ["Who's my parent when I fill out my FAFSA?"](#) for students from a variety of family situations.