

How to Create Your FSA User ID

Go to www.fafsa.gov and link to “FSA ID” tab, located on the top of the page.

1. Link to “Create an FSA ID”
2. Enter your email address

It needs to be a valid email address for each FSA User ID. You cannot use the email address with another FSA ID user.

3. Create Username: 6-30 characters (must include 3 from the following list)
 - Numbers
 - Uppercase letters
 - Lowercase letters
 - Any Special Characters (symbols \$, &, *...)
4. Create Password: 8-30 characters (must include 3 from the following list)
 - Numbers
 - Uppercase letters
 - Lowercase letters
 - Any Special Characters (symbols \$, &, *...)
5. You will be asked “Are you 13 years of age or older or 12 years of age or younger?”
6. Social Security Number
(You must have an SSN to get an FSA ID and it must match your Social Security card.)
7. Date of Birth
8. Full name
(Must match the name on your Social Security card – First, Middle Initial, Last)

If you previously had a PIN, you will be redirected how to create a FSA User ID.

9. Mailing Address and Phone Number
10. Language Preference (English or Spanish)
11. Create 5 Challenge Questions
Questions 1 & 2: Select a question from the dropdown menu and then enter your answer.
Questions 3 & 4: Make up your own question and enter your answer. Make sure the answers will be easy to remember.

Examples of questions: What is your favorite color?

What is your favorite food?

What was the name of your first pet?

Question 5: Enter a significant date; it cannot be your date of birth.

12. STOP – Review and confirm your information to ensure it is correct. If you need to make a correction, use the “Previous” button. Review and agree to the terms and conditions for using your FSA ID, then click continue.
13. In a couple of minutes, you will receive an email containing a 6 digit “secure code”. This code is used to verify your email address. Wait until you verify that you received an email saying “Your FSA ID E-mail Validation – Action Required”. Do not close the E-mail Certification screen, but

open another browser. Once you have entered the secure code, click continue. You will see a screen confirming you have successfully created your FSA ID.

14. It will take 1-3 days to verify your information with the Social Security Administration. Until your information is verified, you will not be able to take certain actions, such as correct your FAFSA, submit a Renewal FAFSA, or other needed signatures. If your info is not accurate or match SSA, you'll receive an email indicating "Action Required" You will then need to make correction by calling 1-800-772-1213, visit the nearest SSA, or by visiting www.ssa.gov.

Student FSA ID Information

Student's First Name (First, Middle Initial, Last) : _____ (Must match your Social Security Card)

Student's Email Address: _____ (Must be an accurate email)

Student's Email Password: _____ (reconfirm your email)

FSA ID Username: _____ (6-30 characters)

FSA ID Password: _____ (8-30 characters)

Challenge Questions: (Question 1 & 2: Select a question from the drop down menu; then write down your questions and answers) (Question 3 & 4: Make up your own question and answer. Make sure the answers will be easy to remember. Examples of questions: What's your favorite color or food?)

Q1: _____

Q1 Answer: _____

Q2: _____

Q2 Answer: _____

Q3: _____

Q3 Answer: _____

Q4: _____

Q4 Answer: _____

Q5: A Significant Date in Your Life (MM/DD/YYYY) _____

(Enter a significant date, it cannot be your birthdate. Examples of dates can be your favorite holiday or sibling or parent date of birth, etc)

Parent FSA ID Information

Parent's First Name (First, Middle Initial, Last) : _____ (Must match your Social Security Card)

Parent's Email Address: _____ (Must be an accurate email)

Parent's Email Password: _____ (reconfirm your email)

FSA ID Username: _____ (6-30 characters)

FSA ID Password: _____ (8-30 characters)

Challenge Questions: (Question 1 & 2: Select a question from the drop down menu; then write down your questions and answers) (Question 3 & 4: Make up your own question and answer.

Make sure the answers will be easy to remember. Examples of questions: What's your favorite color or food?)

Q1: _____

Q1 Answer: _____

Q2: _____

Q2 Answer: _____

Q3: _____

Q3 Answer: _____

Q4: _____

Q4 Answer: _____

Q5: A Significant Date in Your Life (MM/DD/YYYY) _____

(Enter a significant date, it cannot be your birthdate. Examples of dates can be your favorite holiday or sibling or parent date of birth, etc)

Please Note: You and your parent must have different FSA IDs and must have your own email addresses when creating an FSA ID (You can't use/share the same email address). Make sure to verify your email before applying for your FSA ID.