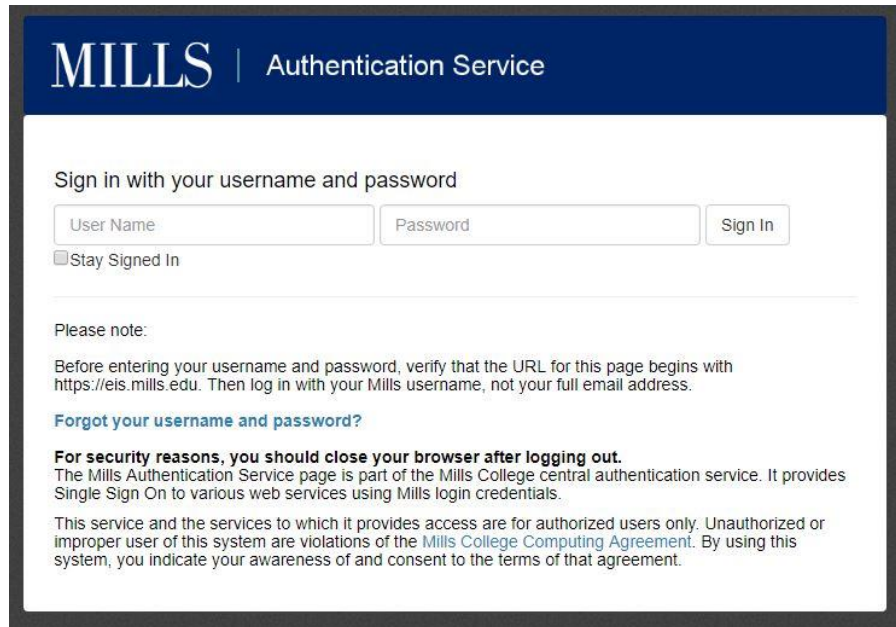


How to Complete Financial Aid Verification

Please follow the directions below to complete the financial aid verification

- Visit mills.verifymyfafsa.com and login with your Mills username and password.



The screenshot shows the MILLS Authentication Service login page. At the top, there is a dark blue header with the text "MILLS | Authentication Service". Below the header, the main content area is white. It starts with the instruction "Sign in with your username and password". There are two input fields: "User Name" and "Password", followed by a "Sign In" button. Below the input fields is a checkbox labeled "Stay Signed In". A "Please note:" section follows, containing a warning about the URL and a link for "Forgot your username and password?". A security notice states: "For security reasons, you should close your browser after logging out. The Mills Authentication Service page is part of the Mills College central authentication service. It provides Single Sign On to various web services using Mills login credentials. This service and the services to which it provides access are for authorized users only. Unauthorized or improper user of this system are violations of the Mills College Computing Agreement. By using this system, you indicate your awareness of and consent to the terms of that agreement."

- Once you're logged in, review any major items. These appear as white text on a blue bar. (Marked #1 in the image below.) You may have multiple major items.

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.



- Click the arrow to the left of the major item to review subitems. (#2 in the image below.) Subitems with a green circled check mark have been uploaded or completed and are awaiting final submission (#3 in the image below).
- Subitems with a red circle are still outstanding and need to be completed by you before you can submit your verification (#4 in the image below).
- Once all items have been uploaded, the "Submit" button (#5 in the image below) will become a solid, dark blue. You must click "Submit" to indicate that you've completed all uploads.
- A green "Finish" button will then appear. Double check to make sure you're happy with your submissions, then click "Finish."

- We're only able to review and finalize verification once all of the above steps have been taken.
- Note that mills.verifymyfafsa.com may send you to other websites for you to gather documentation or complete certain steps. These may include [FAFSA.ed.gov](https://fafsa.ed.gov) or irs.gov/individuals/get-transcript. If you are sent to those sites, please make sure you follow through all steps and that you receive confirmation from that site.

Sample screenshot:

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

2
▼
Household Form

You were selected for a process called verification by the Department of Education. You will need to verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, [Read More](#)

3

✔ Household Form ?

Download	Date Filled Out
2016-2017 Dependent V1 Household Web Form.pdf	

✔ Congratulations! This form has been E-Signed and may now be submitted for review.

4

○ Upload Parents' 2015 IRS Tax Return Transcript. ?

Please note that you must provide the appropriate tax return transcript from the IRS. 1040 forms are not acceptable in most circumstances.

5