

Contributors (without SSN) FSA ID Guide and Tracker

Your FSA ID gives you access to Federal Student Aid's online system and serves as your legal signature. Both student & contributor(s) should each create an FSA ID username and password to electronically sign the FAFSA. Only create an FSA ID using your own personal information and for your own exclusive use. You'll use your FSA ID every year your student is in college that you are their contributor to complete your portion of the FAFSA.

STEP 1: Enter Personal Information (First Name, Middle Initial, Last Name, and Date of Birth). Click to select 'I don't have a Social Security Number'.



A box will appear on your screen 'Warning: Your Account will be Limited Without SSN' and you will see two statements, one of which will say 'I am a parent or spouse of a student who is apply for aid, and I do not have an SSN'. Click 'Continue Without SSN'.

STEP 2: Create Username and Enter Email & Password

STEP 3: Enter your permanent mailing address & mobile phone number

STEP 4: Choose Communication & Language Preferences

STEP 5: Select & Answer Four Challenge Questions (See Page 2)

STEP 6: Review Information, Confirm & Verify

STEP 7: Enable Two-Step Verification (Note Backup Code and Write Down on Page 2)

STEP 8: Answer additional verification questions to confirm identity (this allows you to obtain FSA ID and sign the FAFSA electronically). You will be asked knowledge-based verification questions created from personal information entered in previous steps, and from TransUnion Credit Bureau. If you answer all questions correctly, you will be done, if not you will go to the next step.

STEP 9: Call FSAIC at 1-800-433-3243 to begin identity verification



Challenge Questions

To avoid getting locked out, select FOUR questions you want to answer ahead of time. Write your answers below exactly as they are typed to keep track in the event you are later locked out.

- What was the name of your elementary school? _____
- What city were you born in? _____
- What was the name of your first pet? _____
- What was your high school's mascot? _____
- What color was your first car? _____
- What is the name of the street where you grew up? _____
- What is your father's middle name? _____
- What was the name of your first teacher? _____

Contributor(s) FSA ID Information

Use the fill in the blank spaces below to keep track of all of the information you used to create your FSA ID, or your contributor used to create their FSA ID. Please be sure to write everything EXACTLY as it was entered to prevent any delays.

Contributor 1 FSA ID Information

- Username: _____
- Password: _____
- Email: _____
- Challenge Answer 1: _____
- Challenge Answer 2: _____
- Challenge Answer 3: _____
- Challenge Answer 4: _____
- Backup Code: _____

Contributor 2 FSA ID Information*

- Username: _____
- Password: _____
- Email: _____
- Challenge Answer 1: _____
- Challenge Answer 2: _____
- Challenge Answer 3: _____
- Challenge Answer 4: _____
- Backup Code: _____

*Only create Parent 2 FSA ID if married and filed 2023 taxes separately. Married filing jointly requires only Parent 1 FSA ID