

Parent Dynamic Forms How-To Guide

Note: This guide is only for parents creating a Dynamic Forms account and returning parent users.

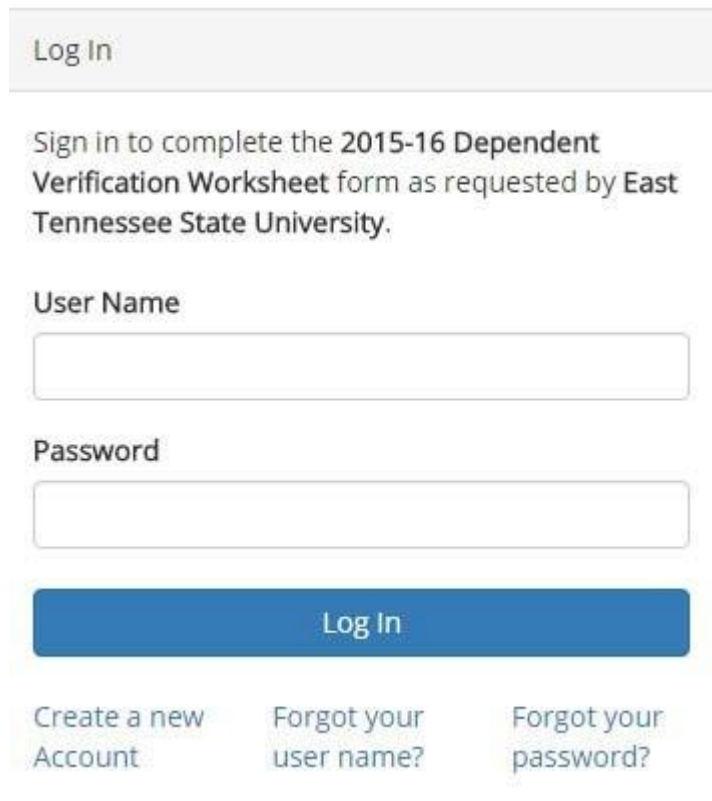
ETSU Students, Faculty and Staff will log into Dynamic Forms with their GoldLink username and password.

1. [Create an Account](#)
2. [Complete Your Form](#)
3. [Save Your Progress](#)
4. [Reject a Form](#)
5. [Duplicate Submission](#)

Create an Account

If you do not have a Dynamic Forms account, you will need to create an account before signing your student's form. To create your free account:

1. Click on the link provided in the email from forms@etsu.edu requesting your e-signature on a form. "Click here to complete your section of the form."
2. From the Log In page select "Create a new Account" located below the blue "Log In" button



Log In

Sign in to complete the 2015-16 Dependent Verification Worksheet form as requested by East Tennessee State University.

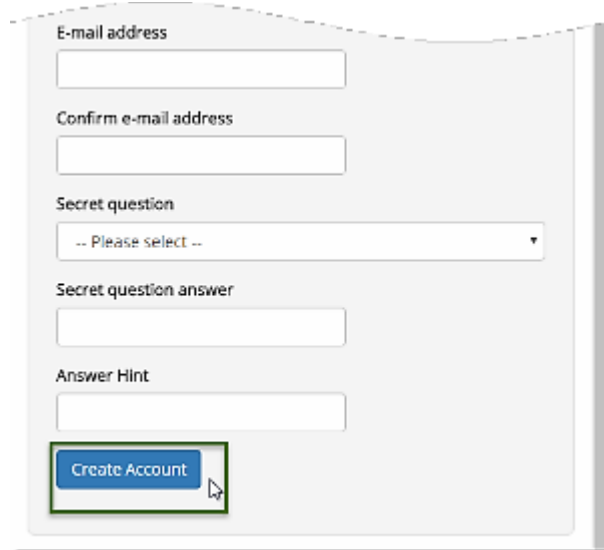
User Name

Password

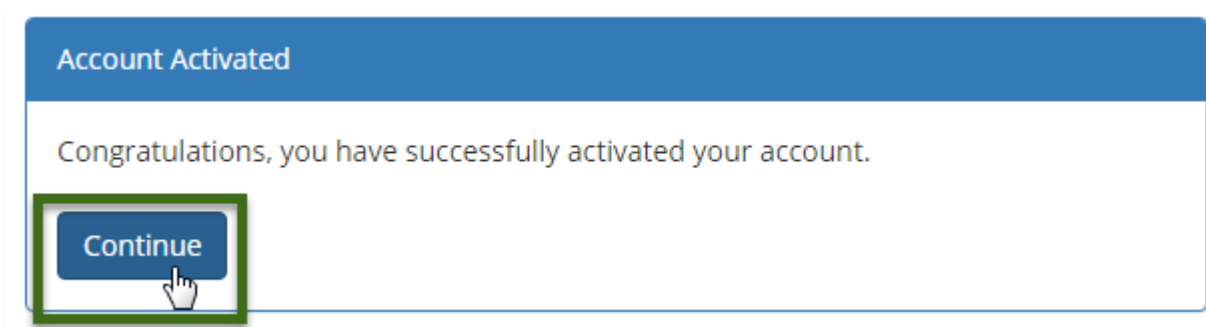
Log In

Create a new Account Forgot your user name? Forgot your password?

3. Complete the “Create a new account” form using a non etsu.edu email address and click the “Create Account” button at the bottom of the form.



4. Activate Your New Account by logging into the email account you used to create your Dynamic Forms account, opening the verify your account email from forms@etsu.edu, and clicking on the “Activate your account” link. You will receive an Account Activated message if successful.



5. Click the “Continue” button to login to Dynamic Forms and proceed to your form(s). Continue with the following section of this guide.

Complete Your Form

Once you have a Dynamic Forms account:

1. Click on the link provided in the email from forms@etsu.edu requesting your e-signature on a form - “Click here to complete your section of the form” and login to Dynamic Forms
2. Click the blue “Complete This Form” button on the following page.

Welcome to Dynamic Forms

Let's get started, Daniel.

The 2014-2015 Verification Worksheet - Standard Verification - Dependent Students form needs to be completed.

 [Complete This Form](#)

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

3. Complete the parent information section(s) of your form and click the blue "Next" button at the bottom of the form to continue with the form submission
4. On the following page type your name into the Electronic Signature fields and click the blue "Sign Electronically" button to submit your e-signed form. If successful you will receive a Thank You! Message once your form has been submitted and options to view your submitted form as a PDF or to Logout.

Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name

Last Name

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Thank you for submitting your form.
You will receive an e-mail when your form has been processed.
If you have additional questions, please contact the Financial Aid Office.

View PDF & Logout

View PDF & DO NOT Logout

My Pending Forms

Logout

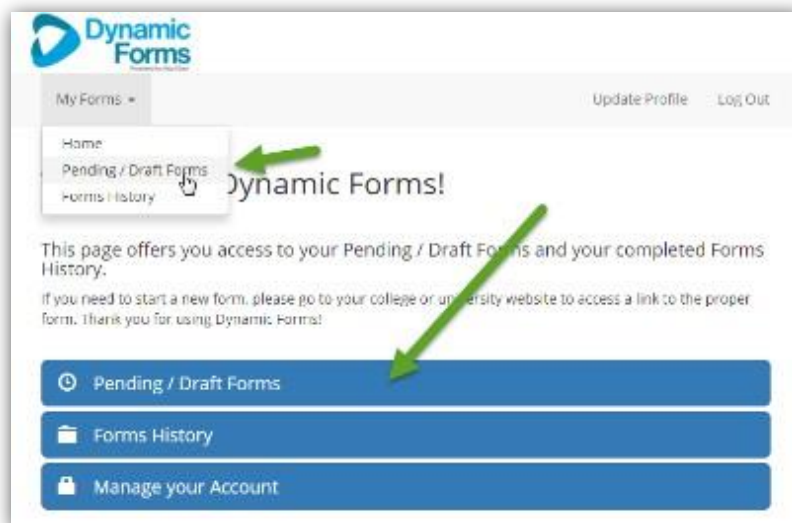


In order to access the form, you will need to install Adobe Acrobat Reader.

Save your Progress

If you are unable to complete the form in one sitting you may save your progress at any time and return to your form in progress at a later date. To do this:

1. Click on the blue “Save Progress” button at the bottom of the form.
2. When you are able to continue your form login to Dynamic Forms by following the link in the original email you received or
3. You may also login to Dynamic Forms here <https://dynamicforms.ngwebsolutions.com> and clicking on the “Pending / Drafts Forms “ button. From the list of Pending / Drafts forms click on the “Complete this form” next to the form you would like to complete.



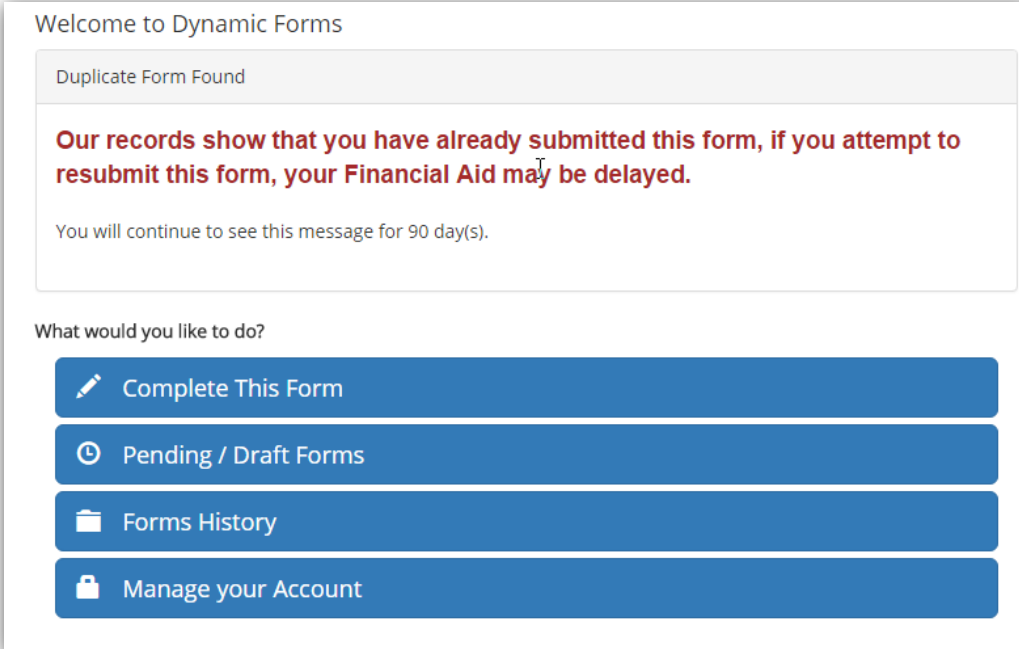
Reject Incorrect Form

If you find incorrect information your student has entered, you can “reject” your form sending it back to your student for corrections. To do this:

1. Click on the “Reject” button at the bottom of your form.
2. On the next page fill out the email subject and body with information about what information is incorrect and should be corrected.
3. Click the red “Reject this Form” button at the bottom of this page to send your email along with a link to the form to your student.
4. Once your student has corrected the misinformation and resubmitted the form you will receive another email requesting your signature on the form with a link to the updated form. Use this link to complete and sign your form.

Duplicate Submission Request

If your student attempts to fill out the form more than once they will receive a warning letting them know that they have already successfully submitted the form once.







Welcome to Dynamic Forms

Duplicate Form Found

Our records show that you have already submitted this form, if you attempt to resubmit this form, your Financial Aid may be delayed.

You will continue to see this message for 90 day(s).

What would you like to do?

-  Complete This Form
-  Pending / Draft Forms
-  Forms History
-  Manage your Account