



The Office of Financial Aid

Email: FinancialAid@montgomerycollege.edu

Phone: 240-567-5100

ELECTRONIC FORMS PARENT USER GUIDE





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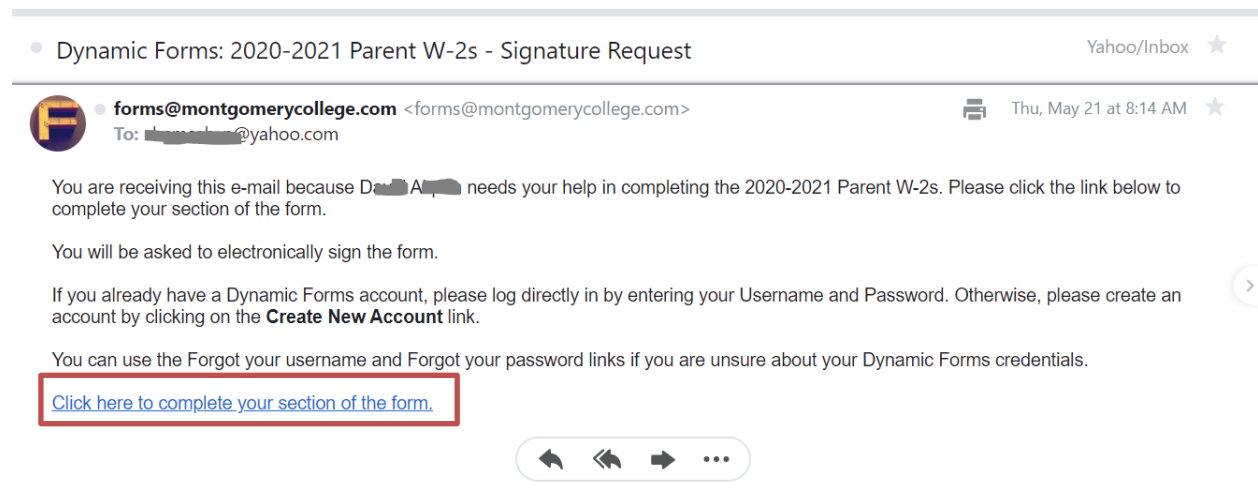
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How to access Electronic Forms – Parent Guide:

Parents must create a free account with our vendor ‘Dynamic Forms’ to review and sign Financial Aid forms electronically.

1. Click on the link provided in the email from FAForms-NoReply@montgomerycollege.edu requesting your e-signature on a form. (Note: Please do not reply to this email address, as it is a no-reply inbox)

If you no longer have the email, you can go directly to Dynamic Forms using this [link](#).





- The link will take you to Montgomery College – Dynamic Forms log in page.



Log In

Sign in to complete the 2020-2021 Parent W-2s form as requested by Montgomery College.

User Name

Password

- Click on “Create a new Account” located below the “Log in” button if you are logging in for the first time, otherwise enter your user name and password to log in.

Please refer to following sections regarding parent accounts, if needed, for step-by-step instructions:

New Parent user:

[How to create a new Parent User Account](#)

Returning Parent user:

[How to reset password or retrieve User Name](#)



How to create a new Parent User Account:

1. Click on “Create a new Account” located below the “Log in” button if you are a new user on Montgomery College – Dynamic Forms log in page. The link is provided in the email you received from Montgomery College or click this [link](#) to directly go to the log in page.



Log In

Sign in to complete the 2020-2021 Parent W-2s form as requested by Montgomery College.

User Name

Password

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

2. Complete the enrollment process by creating username for yourself, set password, select a security question and provide an answer to that.
3. Enter your first and last name and provide the email address on which you received the signature request email from Montgomery College.

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *	<input type="text" value="Enter a Username"/>	⚠ Username is a required field
	<small>Username restrictions:</small> <ul style="list-style-type: none">• Must be at least 8 characters long• Must contain at least one letter.	
Set Password *	<input type="password" value="Choose a password"/>	
Confirm Password *	<input type="password" value="Confirm your password"/>	
	<small>Password restrictions:</small> <ul style="list-style-type: none">• Must be at least 8 characters long• Cannot contain your username.• Must contain 3 of the 4 types of characters below:<ul style="list-style-type: none">◦ upper case letters◦ lower case letters◦ numbers◦ special characters: @ & \$	
First Name *	<input type="text" value="Enter your First Name here"/>	
Last Name *	<input type="text" value="Enter your Last Name here"/>	
E-mail Address *	<input type="text" value="Enter your Email Address here"/>	
Confirm E-mail Address *	<input type="text" value="Confirm your Email Address here"/>	
Secret Question *	<input type="text" value="-- Please select --"/>	
Secret Question Answer *	<input type="text"/>	
Answer Hint *	<input type="text"/>	
	<input type="button" value="Create Account"/>	

4. After entering all the required information, click on 'Create Account' button.



Create a new account

Verify your email

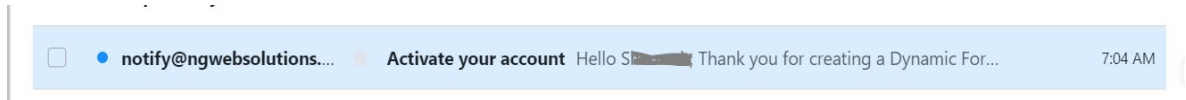
We sent an email to: **st. [redacted]@yahoo.com**

Please visit the link provided in that email to activate your account.

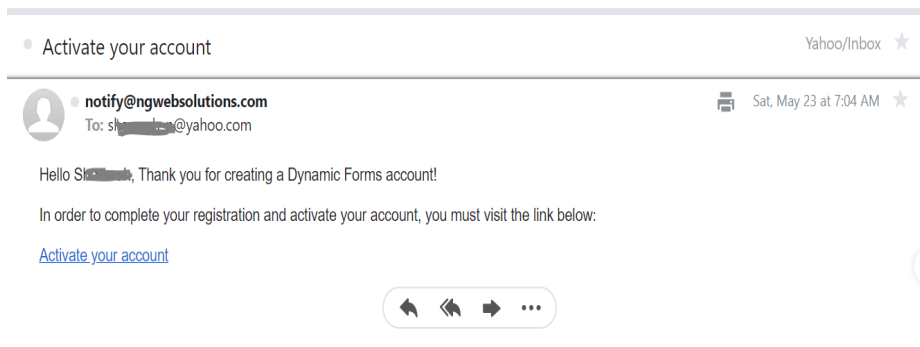
NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.



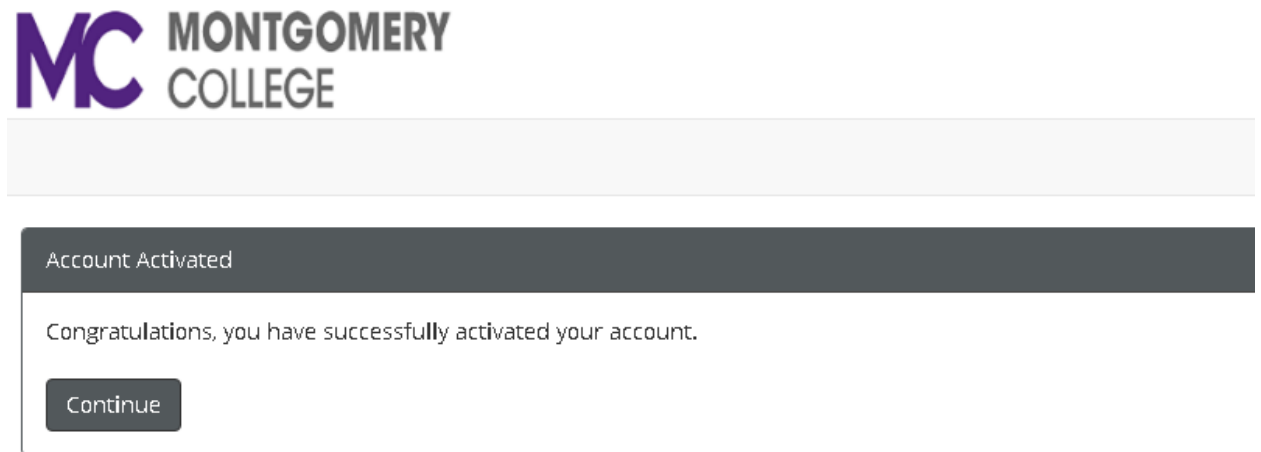
- To activate your new account, log into the email account you used to create your Dynamic Forms account. You should receive an email called **Activate Your Account** from notify@ngwebsolutions.com.



- Open the ‘Activate your account’ email from notify@ngwebsolution, and then click on the “Activate your account” link in the body of the email.



- Clicking on the link will verify and activate your account. You will receive an ‘Account Activated’ message, if successful.



- Click the “Continue” button to login to Dynamic Forms and proceed to your form(s). If you are prompted to set up additional security code, refer to [How to Secure Parent User Account](#) section for more information.

How to reset Password or retrieve User Name:

a) Forgot Password:

If you forget your password, use this [link](#).

1. Enter the registered email for the account
2. Enter the answer to your secret question to send a reset password link to your email.
3. Check your email. You should have received an email from notify@ngwebsolutions.com to reset your password. If you don't see it, check in your spam folder. The link will expire once it is used.
4. Click on the link and create a new password so you can log in to Dynamic Forms.

b) Forgot User Name:

If you forget your username, use this [link](#).


1. Enter the registered email for the account.
2. Enter the answer to your secret question.
3. The user name will be sent to the email address used for the Dynamic Forms account. The sender will be notify@ngwebsolutions.com.
4. Check your email and then return to Dynamic Forms to log in.

How to review the form and/or return the form for corrections:

1. Click on the **link to the form** in the original email sent by Montgomery College requesting e-signature, to log in to review your form(s).

You may log into your Dynamic Forms account directly at this [link](#).

2. If you used the link in the email sent by Montgomery College requesting your e-signature to log in, the form that needs your review will open.



Office of Student Financial Aid
Phone: (240)567-5100
Email: FinancialAid@montgomerycollege.edu

M [redacted]
Code: W2PARO / FAW2 PARENT ODD Aid Year: 2021


2020-2021 Parent 1 W-2s


Section A: Information

Student
First Name: *D [redacted] Last Name: *A [redacted] MC ID#: *M [redacted]

Please complete all sections of this form. Your 2020-21 Free Application for Federal Student Aid (FAFSA) has been selected for Verification. MC is required by law (34 CFR, Part 668) to compare the information from your FAFSA with the information provided on this form.

If you used the direct link in step 1 to log in, select 'Pending/Draft Forms' from the menu.



My Forms ▾ 

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.
If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

🏠 Pending / Draft Forms

🕒 Forms History

👤 Manage your Account



You will see a list of all the forms awaiting your review. Go to the form that you like to review and click the “Complete Form” under Action.

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Home My Forms

Pending / Draft Forms 4

Form Filter Show All Forms Text Filter Type to search

Form Name	Date	PDF	HTML	Action
2020-2021 Parent W-2s	Started By: Daniel Al... Signature Request Date: 4/30/2020 5:07:55 PM			Complete Form
2020-2021 Parent IRS Data Retrieval Request	Started By: Sh... Signature Request Date: 4/6/2020 4:09:38 PM			Complete Form
2020-2021 Dependent Household Size and Number in College Verification	Started By: Sh... Signature Request Date: 4/6/2020 3:38:57 PM			Complete Form
2020-2021 Dependent Household Size and Number in College Verification	Started By: Sh... Signature Request Date: 3/30/2020 4:29:28 PM			Complete Form

The form will open up for your review.

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M...
Code: W2PARO / FAW2 PARENT ODD Aid Year: 2021

2020-2021 Parent 1 W-2s

Section A: Information

Student

First Name: [Field] Last Name: [Field] MC ID#: [Field]

Please complete all sections of this form. Your 2020-21 Free Application for Federal Student Aid (FAFSA) has been selected for Verification. MC is required by law (34 CFR, Part 668) to compare the information from your FAFSA with the information provided on this form.

3. Review the form for completion and correctness. For a multiple page form, use ‘Next’ or ‘Previous’ buttons to move between pages. Make sure the attached files are the right documents.

4. If you find any incorrect or incomplete information, you can “reject” the form sending it back to your child for corrections. Follow the steps below to reject the form, or go to [‘How to e-sign and submit the Form’](#) section if there are no corrections to be made.
5. To return the form for corrections to your child, click on the ‘Reject’ button at the bottom of the form.

Dear Parent,

If this form is incorrect or incomplete, do not sign now. Follow the steps below:

1. Select the 'Reject' button, a pop-up window will appear
2. You will need to send an email to your child explaining what needs to be corrected
3. If you need help, please contact the Office of Financial Aid (240-567-5100)

(click to sign)

Signature _____ Date _____

Save Progress Reject Submit Form

6. In the new window, draft an email to your child by filling out the email subject and body, stating what information need to be changed or added to the form. Put the name of the form either in the email subject or in the body.

Reject the form
This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
D. [redacted] (d.[redacted]@montgomerycollege.edu)

From
S. [redacted] H. [redacted] ([redacted]@yahoo.com)

Subject
For example: Correct Parent W2 Form

Body

For example: Correct the Employer's Name to 'ABC Technology'

Characters (including HTML): 110

Reject this form Cancel and return to form

7. Click the red “Reject this Form” button at the bottom of this page to send your email to your child.

Note: Your child will have to log in using their MyMC account to access the form link and make corrections to it. Please do write in the name of the form in the email subject or the body to let your child know which form to correct.

This form has been rejected and sent back to the previous participant.

[View Form PDF](#)

8. Once your child has corrected the information 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 review and e-sign your form.

Note: Please note that when you reject a form, it no longer shows in your pending/draft forms and the financial aid office is unable to see the form until it has been submitted back to you to sign.

How to E-Sign and Submit Electronic Forms:

1. After reviewing the form, the parent needs to e-sign the form.
2. In the Parent Signature section, click on the yellow area. The signature page will appear.

SECTION C: CERTIFICATION

I/We understand that this form must be signed and submitted with all other requested documents before my financial aid will be processed.

The OSFA may request additional documentation based on the information provided on this form. The student will be notified through Montgomery College email if any additional information is required.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Do not forget to click the 'Submit Form' button after you electronically sign the form.

...3036382530

Student Signature: Shameeb Hussain Date: 04/06/2020, 3:38 PM

Dear Parent,

If this form is incorrect or incomplete, do not sign now. Follow the steps below:

1. Select the 'Reject' button, a pop-up window will appear
2. You will need to send an email to your child explaining what needs to be corrected
3. If you need help, please contact the Office of Financial Aid (240-567-5100)

(click to sign)

Parent Signature: _____ Date: _____

3. Parents must enter their names in the provided fields exactly as it appears on the signature page.

Sign electronically ✕

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.

Shameeb
Shameeb

Hussain
Hussain

Date of Birth

Last 4 SSN

Opting out of electronic signature will cause delays in processing. Please contact the Financial Aid Office before selecting the "Opt out and print" link below.
[Opt out and print](#)

We strongly encourage you not to opt out and print. If you choose to do so, please contact the Financial Aid office for manual submission instructions before clicking on the 'Opt out and print' link.

4. Enter last four digits of your SSN and Date of birth in mm/dd/yyyy format for verification. Enter '0000' if you do not have a SSN. The information you entered should match the data that was provided on your child's FAFSA.
5. Select 'Sign Electronically' button when done. This will close the Signature page.
6. The form will now have a timestamp with the name of the parent and date/time of the signature.

SECTION C: CERTIFICATION


I/We understand that this form must be signed and submitted with all other requested documents before my financial aid will be processed.

The OSFA may request additional documentation based on the information provided on this form. The student will be notified through Montgomery College email if any additional information is required.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.


Do not forget to click the 'Submit Form' button after you electronically sign the form.

* ...3036383530
 04/06/2020, 3:38 PM
 Student Signature Date

Dear Parent,

If this form is incorrect or incomplete, do not sign now. Follow the steps below:

1. Select the 'Reject' button, a pop-up window will appear
2. You will need to send an email to your child explaining what needs to be corrected
3. If you need help, please contact the Office of Financial Aid (240-567-5100)

* ...3533333635
 05/23/2020, 9:09 AM
 Parent Signature Date

Save Progress Reject Submit Form

7. After e-signing the form, click on 'Submit Button' to submit the form. You have not submitted successfully until you see the Thank You page.



Thank you for completing your sections of the 2020-2021 Parent W-2s form. Please keep a copy for your record.

[View Form PDF](#)

8. Be sure to log out of online forms.

How to access submitted forms:

1. Log into your Dynamic Forms account directly at this [link](#).
2. Then click on 'Forms History' button from the menu to view the list of submitted forms.

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

🕒 Pending / Draft Forms

🕒 Forms History

3. To view the form click on either PDF or HTML button.

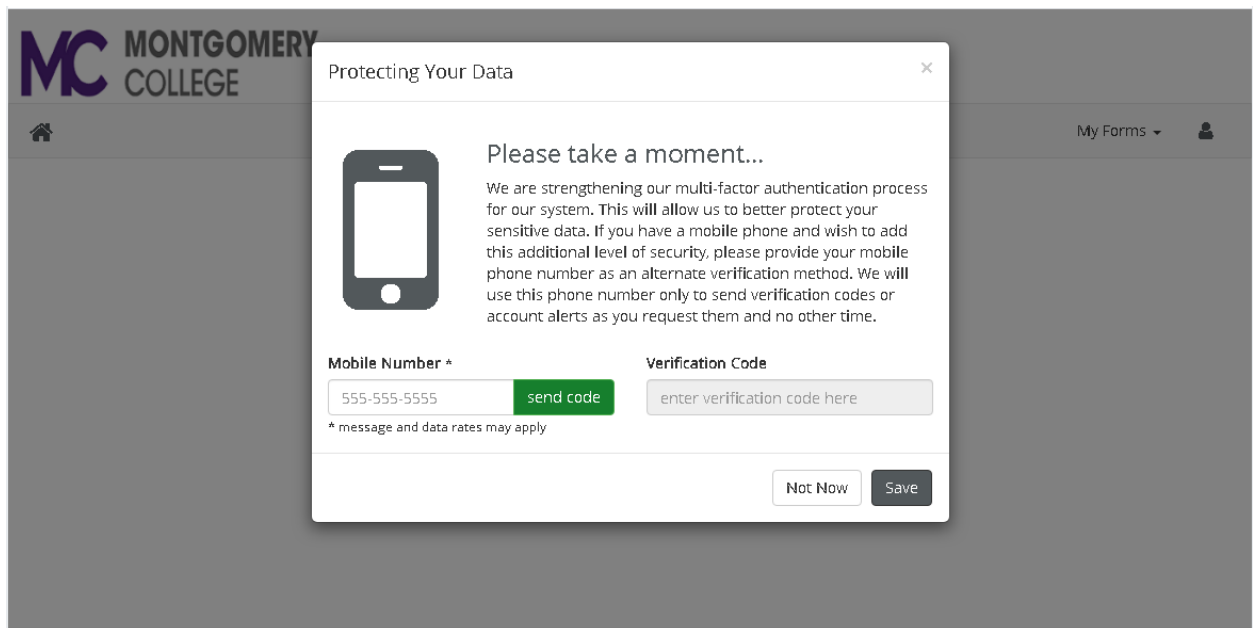
Form Name	Form Started By	E-Signed Date	PDF	HTML
● Cash Management Authorization Form	D. [redacted]	5/15/2020 9:55:26 AM	📄	📄
● 2020-2021 Parent W-2s	D. [redacted]	5/11/2020 8:28:06 AM	📄	📄

How to secure Parent User Account:

You can secure your account by adding your cell phone number to your profile, in addition to securing your account by choosing a strong password and selecting security question and providing an answer to that.

You may be prompted to add your cell phone number so a verification code can be sent to it, at the time you are creating your account. Enter your cell phone number and click on green 'send code' button. Enter the code you received on your cell phone in the 'Verification Code' field. Click on the 'Save' button. Now every time you log in, a verification code will be send to your cell phone.

You may choose to set it up later by clicking 'Not Now' button.



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Protecting Your Data

Please take a moment...

We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.

Mobile Number *

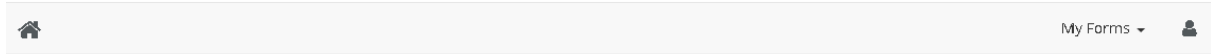
Verification Code

* message and data rates may apply

Alternatively, you can add your cell phone number to your profile later. Log into your Dynamic Forms account directly at this [link](#).

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Then click on 'Manage Your Account' button from the menu.

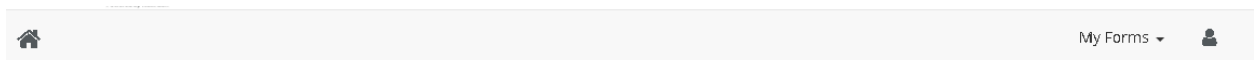


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If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

- Pending / Draft Forms
- Forms History
- Manage your Account

Add your cell phone number. Then select the green 'Send Code' button. Enter the code you received on your cell phone in the 'Code' field and enter your password. Select 'Save Changes' button.



Change Your Cell Phone Number

What is your new number?

Cell Number

Code

Password

Now every time you log in, a verification code will be send to your cell phone.