

Verification Instruction Steps

EWU Financial Aid & Scholarship Office

102 Sutton Hall, Cheney, WA 99004 ♦ 509.359.2314 ♦ finaid@ewu.edu ♦ www.ewu.edu/financialaid

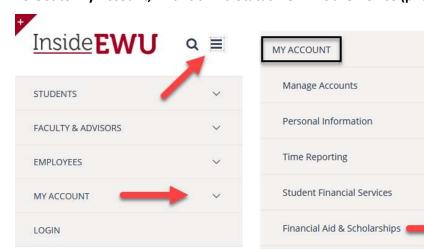
STEP 1: GET STARTED

- ☐ Login at inside.ewu.edu
- ☐ Under My Account, Financial Aid & Scholarships, select "Financial Aid Status"
- ☐ Redirected to EagleNET, Select "Financial Aid Status"
- ☐ Select Award Year "Aid Year 2022-2023"
- ☐ Go to Student Requirements, "Unsatisfied Requirements" for missing items
- ☐ Review, complete and upload each Unsatisfied Requirement

To Get to My Account, Financial Aid Status from Computer:



To Get to My Account, Financial Aid Status from Mobile Device (phone/tablet/iPad):

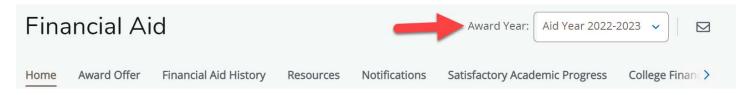


Financial Aid & Scholarships	~
Contact	
EWU Scholarship Application	
Financial Aid Status	

Redirected to EagleNET, select Financial Aid:

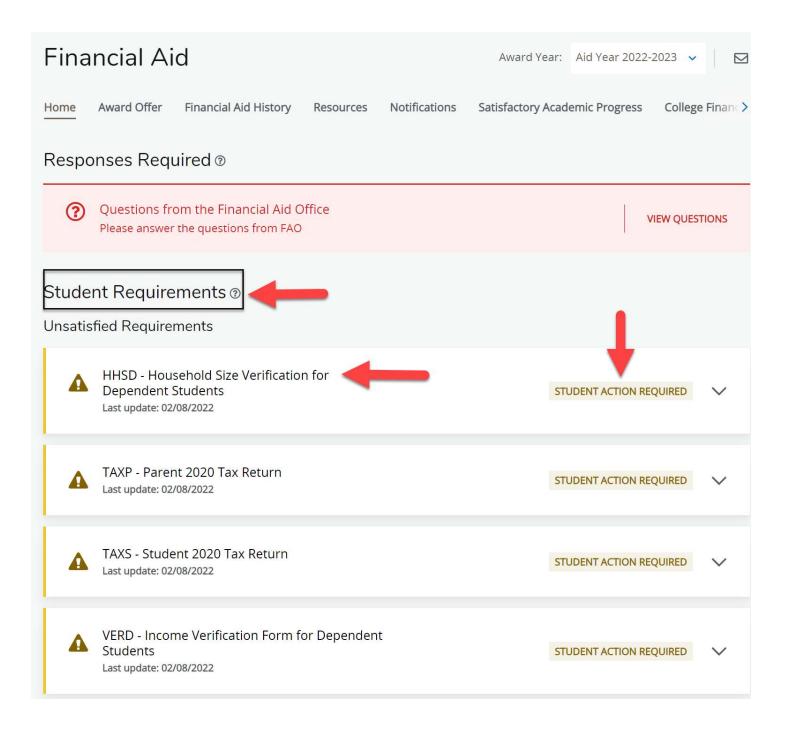


Select Aid Year 2022-2023:



Go to Student Requirements, Unsatisfied Requirements:

- Ignore/Skip "Responses Required | View Questions" Section
- Click the document name (example HHSD Household Size Verification) to access the document
- Click Student Action Required for more detailed instructions and access to upload the complete document



STEP 2: COMPLETE THE UNSATISFIED REQUIREMENTS

<u>Housel</u>	nold Size Verification Form
	Click the down arrow next to "Student Action Required"
	Read the instructions for each Unsatisfied Requirement
	Click the document name to open the form
	Print and complete the form
	■ Be sure to respond to <u>ALL</u> sections
	Be sure you and at least one parent sign the form
	Submit the form (see instructions below)
Income	e Verification Form
	Click the down arrow next to "Student Action Required"
	Read the instructions for each Unsatisfied Requirement
	Click the document name to open the form
	Print and complete the form
	Be sure to respond to <u>ALL</u> sections; if the answer is zero, respond with zero
	■ Be sure you and at least one parent sign the form
	Submit the form (see instructions below)
Parent	2020 Tax Return
	Click the down arrow next to "Student Action Required"
	Read the instructions for each Unsatisfied Requirement
	If your parent(s) filed a 2020 Federal tax return, do one of the following:
	 Obtain a <u>signed and dated copy</u> of your parent(s) 2020 Federal Tax Return, or
	 Obtain your parent(s) IRS issued 2020 Tax Return Transcript (obtained from irs.gov)
	If your parent(s) did not file a 2020 Federal tax return, do the following:
	 Have your parent complete the Verification of Non Filing form (request from our office)
	 Obtain your parent(s) 2020 W2s for any income from work
	(see instructions below)
Studen	t 2020 Tax Return
	Click the down arrow next to "Student Action Required"
	Read the instructions for each Unsatisfied Requirement
	If you filed a 2020 Federal tax return, do one of the following:
	 Obtain a signed and dated copy of your 2020 Federal Tax Return, or
	 Obtain your IRS issued 2020 Tax Return Transcript (obtained from irs.gov)
	If you did not file a 2020 Federal tax return, do the following:
	 Verify your non-filer status on the Income Verification Form
	Obtain your 2020 W2s for any income from work
	Submit your tax return/transcript and/or W2(s), as applicable (see instructions below)
Other !	Unsatisfied Requirements
	Complete any other "Unsatisfied Requirements," such as Admission
	Complete any outstanding Scholarship Terms and Conditions, such as Presidential/Deans/University or Honors
	Call or email us if you need help or have questions

STEP 3: SUBMIT THE REQUIRED FORMS/DOCUMENTS

OPTION 1: Upload - Secure & Fast!

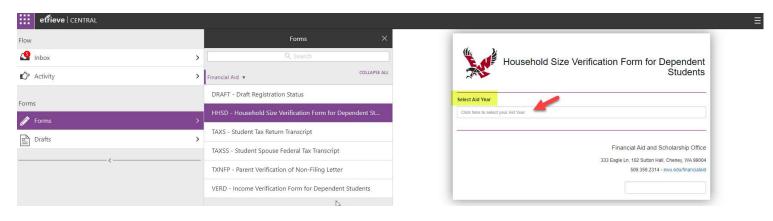
- ☐ Scan and save the complete & signed form or applicable document as a PDF or TIF (NOTE: Most mobile devices have the ability to scan/save)
- ☐ Select "Upload XXX (form name)" under each unsatisfied requirement (you will be redirected to Etrieve)
- ☐ From Etrieve, select "Click here to select your Aid Year" and choose the Aid Year 2022-2023
- ☐ Enter your Daytime Phone, Read and "check the box" for the confirmation statement, Select "Attachments"
- ☐ From Attachments, select "Upload File," find and attach your saved form/document
- Once upload is complete, the attachment will appear in the prompt box; choose Submit to complete the upload
- ☐ Close Etrieve

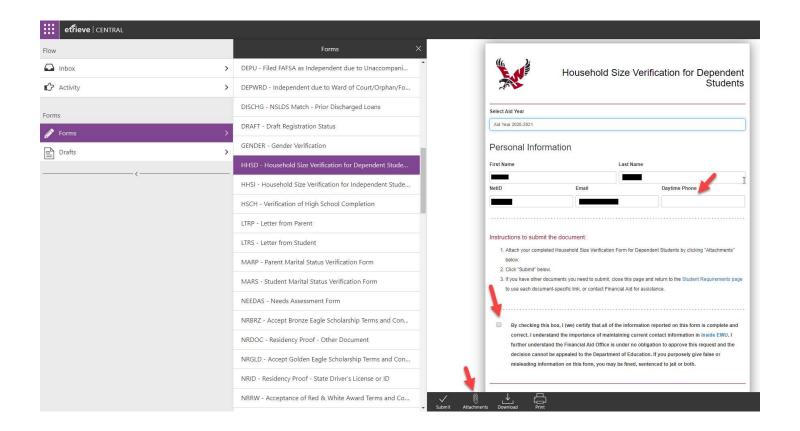
Student Requirements Unsatisfied Requirements HHSD - Household Size Verification for Dependent Students Last update: 02/08/2022 Please click on the requirement above. Print and complete the Household Size Verification Form for Dependent Students. Once you have completed the document linked above, you can scan and submit your file electronically by clicking: Upload HHSD - Household

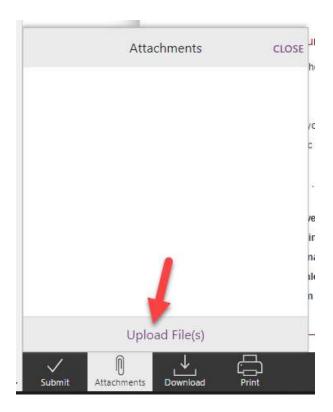
Size Verification Form for Dependent Students. Allow up to three business days for the status of this requirement to be updated once you

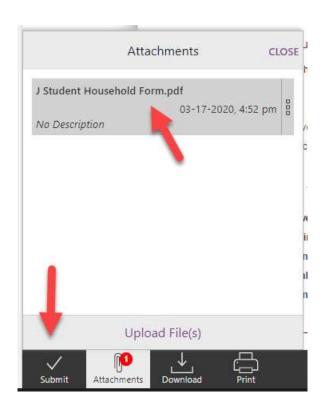
Redirected to Etrieve:

upload the file.









OPTION 2: Send by US Mail

- ☐ Make and retain copies for your records before mailing
- ☐ Mail to EWU Financial Aid, 102 Sutton Hall, Cheney, WA, 99004

OPTION 3: Send by Fax

- ☐ Retain copies for your records
- ☐ Fax to EWU Financial Aid at 509.359.4330