





The Northeastern Illinois University Financial Aid Office is attempting to pay funds against your billing account!

Students can check their financial aid status, awards, billing information and academic progress through their NEIUport account (<http://neiuport.neiu.edu>).

Here are the steps and a visual of how to say 'yes' for the Financial Aid Office to use your financial aid awards and pay your University billing charges.

- Once you have seen the red flag  asking for the Authorization, check on **'Financial Aid Awards'** for the 2016-2017 award year, this should take you to another screen with multiple tabs
- The first tab you see is that of General Information, click on the tab that reads **'Resources/Additional Information'** and you will find a series of questions
 - Anticipated enrollment for all three terms of the 2016-2017 award year
 - Anticipated graduation date
 - 'Title IV Authorization' – **'click yes'**
- Click the 'Submit' button.
- **If you are unable to click 'Submit' or answer the question, please provide our office with a written authorization statement containing your signature and today's date. A print out of NEIUport with the authorization question is acceptable as long as your signature is included.**
- Once our office has reviewed your answer 'yes' the 'Title IV Authorization' will now appear with a green check mark  under 'Financial Aid Requirements'

General Information	Award Overview	Resources/Additional Information	Terms and Conditions	Accept Award Offer	Special Messages
Do you plan to enroll at NEIU during the Fall term?		<input type="text"/>			
Do you plan to enroll at NEIU during the Spring term?		<input type="text"/>			
Please indicate your Anticipated Date of Graduation		<input type="text"/>			
I authorize the NEIU Financial Aid Office to apply my grant funds to any outstanding charges I have incurred while attending NEIU (i.e. tuition, emergency loans). I authorize the NEIU Financial Aid Office to apply my grant and/or loan funds toward any purchases that I make at Beck's Book Store. I declare under penalty of perjury that all information I have provided to the Financial Aid Office is true, complete and accurate.		<input type="text" value="YES"/>			
<input type="button" value="Submit Information"/>					