






## Welcome to Northeastern Illinois University!

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' you understand the terms of the new Verification Document Requirements.

- FIRST make sure the Financial Aid Office is requesting this authorization from you. To do this, check the Financial Aid Requirements on NEIUport and verify that there is a red flag  next to Verification Terms Agreement
- Once you have seen the red flag  asking for the Authorization, check on 'Financial Aid Awards' for the current 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 current award year
  - Anticipated graduation date
  - 'Verification Terms Agreement' - '**click yes**'
- Click the 'Submit' button.
- If you are unable to click 'Submit' or answer the question, please provide our office with the Completing the Title IV Authorization (one time only) page from our tip sheets.
- Once our office has reviewed your answer 'yes', the 'Verification Terms Agreement' 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"/>			
<p>I understand that if I am selected for verification, <b>I can use IRS data retrieval at <a href="http://www.fafsa.gov">www.fafsa.gov</a>.</b> If I am not eligible to use data retrieval, I will provide the Financial Aid Office with an IRS Tax transcript and W2 form(s). I understand that the Financial Aid Office can no longer accept copies of tax returns.</p>		<input type="text" value="YES"/>			
<input type="button" value="Submit Information"/>					