

How to Complete the Parent Financial Agreement Authorization in Dynamic Forms

- 1. Go to: <u>https://www.abac.edu/new-student-checklist/prior-to-orientation-registration/</u>
- 2. Click the Financial Authorization Agreement (Parent Link: for students under 18) link.



3. Then the parent or responsible party must create an account with Dynamic Forms. Click on Create New Account.

	Log In		
1	Sign in to complete the FIN requested by Abraham Ba	IANCIAL AGREEMENT AUTHORIZAT	FION V.01 form as
	User Name		
	Password		
		Log In	
	Create New Account	Forgot User Name?	Forgot Your Password?

4. Complete the create a new account form in Dynamic Forms and click create account.



5. An email entitled Activate your account from notify@ngwebsolutions.com will be sent to the address entered in the create a new account form. Click the Activate your account link in the email.



6. You will see the Account Activated Congratulations page in Dynamic Forms.



- 7. Then you must go back and complete Steps 1 and 2 again from these instructions.
 - 1. Go to: <u>https://www.abac.edu/new-student-checklist/prior-to-orientation-registration/</u>
 - 2. Click the Financial Authorization Agreement (Parent Link: for students under 18) link.





8. Log in to Dynamic Forms with the User Name and Password that you just set up. Click Log in.

ABRAHAM BALDWIN	
	Log in
	Sign in to complete the FINANCIAL AGREEMENT AUTHORIZATION V.01 form as requested by Abraham Baldwin Agricultural College. User Name
	jswords0092 Password
	Log In Create New Account Ferrar User Name? Forest Your Password?
	and the second sec

9. Click on Complete This Form.

ABRAHAM BALDWIN AGRICULTURAL COLLEGE
Welcome to Dynamic Forms Let's get started Jessica.
The Financial Agreement Authorization - V.02 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 Formst

10. Then complete the Financial Agreement Authorization and click Next. (Please make sure that a parent or responsible party is completing this form.)

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Student ID	diamation.		Student's Date 1			
Oldoent ID.			of Birth:			
Student's First Name	1		Student's Middle Name		Student's	
Responsib	le Party Inf	ormation:			5381 2541.0	
Responsible I Name:	Party's First	required.	This field is	Responsible Party's Last Name:	1	
Certificatio	in:					
Warning: Acco	ording to the U	S. Department of E	Education, if you purposely g	ive false or misleading informat	lion on form, you may	e subject to a fine of up
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Read Carefully	r - This is a Le	gally Binding Agre	ement.	of and further in the limit of an and	and shared data as series as a	And and the second second second
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to pay the fees	of any collectio	n agency, which may	be based on a percentage at	a maximum of 33.3% of the debt a	ind all costs and expens	es, vicluding reasonable
attorney's fees.	ABAC incurs in	such collection effo	vts.			
Do you agree	with the above	statement - Pie	sase Select *			
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I understand an to receive a 10 Accounts	id agree that I a 98-T electronica	withorize ABAC to pr ally must also provide	ovide any 1098-T electronically a higher consent electronically	The Internal Revenue Service is To opt out of this service a writter	gulations state that each form must be complete	student who files a reque d with the Office of Studen
Do you agree	with the above	statement? - Pie	sase Select - *			
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Do you agree	with the above	statement? - Pie	sase Select - *	a manuface annue of oludent Accos		
I further unders	tand and agree	that authorization to	enroll in courses at ABAC is e	spresally conditioned upon accept	ance of all terms and col	ditions aet forth in the
Agreement	with the shore	atalamant2 :				
Do you agree	with the above	statement? Pie	Base Select *	advicational and other a second	I contract and and	a to all of the above trees
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11. Electronically sign the form. Click on Sign Electronically. (If the account was not set up in the parent or responsible party's name then the name here will be incorrect. – See page 5 for how to update electronic signature name.)

Electronic Signatur	2	
Please read the <u>Disclosure / Consent</u> be	re you sign your form electronically.	
Typing your name exactly as it appears read and understand the Disclosure/Co transaction electronically.	low signifies you are completing this form using an electronic signature. By signing electro ent and agree to electronically sign. You also agree to receive required disclosures or othe	onically, you are certifying that you have er communications related to this
To continue with the electronic signatur signature.	process, please enter your name and click the "Sign Electronically" button to save your info	ormation and submit your electronic
territer		
Jessica	Swords	
Jessica	Swords	
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Previous Sign Electronically	Swords	t a local copy for your signature.

12. You will then receive an email confirming that your form has been submitted.

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- Compose		1 of 3	<	۵
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✓ More	Great, thank you so much! Thank you for your assistance. Thank you for the update.			
	A Reply Broward			

13. Once your form has been processed you will receive another email letting you know if it was approved or rejected.

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4	Compose		÷		1 of 3	<	>	\$
	Inbox	Processed – Financial Agreement Authorization - V.02 – Swords, Jessica – 918				•	Ø	
*	Starred Snoozed		?	forms@abac.edu to me ~	9:19 AM (0 minutes ago)	☆	*	:
>	Sent		Financial Agreement Authorization - V 02 for Financial Agreement Authorization - V 02 - Swords, Jessica - 918 has been processed and has been Approved.					
	Drafts More			Comments: Please visit your Dynamic Forms home page by clicking here.				
•	J	+	Received, thank you. Thank you! Thank you for your assistance.					
				Keply In Forward				



Rejected Form

1. If the form is rejected, you will receive an email like the one below:



- 2. Most forms are rejected due to the Dynamic Forms account being created in the student's name instead of the parent's or responsible party's name. To correct this, navigate to the Dynamic Forms link:
 - Go to: <u>https://www.abac.edu/new-student-checklist/prior-to-orientation-registration/</u>
 - Click the Financial Authorization Agreement (Parent Link: for students under 18) link.

2. FINANCIAL AGREEMENT AUTHORIZATION	
Complete the Financial Agreement Authorization.	
18 years old or older:	
1. Log in to your MyABAC.	
2. Select Tools, then Applications.	
 Select Balmer SSB. On the Banner SSB Main Menu select Student Financial Services 	then
Financial Agreement Authorization.	then
Financial Authorization Agreement Instructions (for students over 18	<u>3)</u>
Under the age of 18, parents are required to submit the Parent Financi	al
Agreement Autionzation.	_
 Go to Financial Authorization Agreement (Parent Link: for stude under 18) 	<u>nts</u>
2. The parent must create a Dynamic Form account.	
3. After account creation, the parent will receive an email	
from notify@ngwebsolutions.com to activate your Dynamic Form	S
account.	
1. The parent will receive an on-screen confirmation "Account	
Activated! Congratulations, you have successfully activate	d your
account" once it is activated.	
4. After account activation, log into dynamic forms and completed t	ne
agreement.	
Financial Authorization Associate Instructions (for persents of study	
Financial Authorization Agreement Instructions (for parents of stude	<u>nts</u>



3. Log in to Dynamic Forms with the User Name and Password that you just set up. Click Log in.

Log In	
Sign in to complete the FINANCIAL AGREEMENT AUTHORIZATION V.01 form as requested by Abraham Baldwin Agricultural College.	
User Name	
jswords0092	
Password	
Log In	
Create New Account Forgot User Name? Forgot Your Password?	
	Log In Sign in to complete the FINANCIAL AGREEMENT AUTHORIZATION V.01 form as requested by Abraham Baldwin Agricultural College. User Name [ysvords0092 Password Log In Constraint Journal

4. Click on the person icon the right side of the screen. Then click on Update Profile.

ABRAHAM BALDWIN Agricultural college	
	My Forms - 🛔
Welcome to Dynamic Forms Let's get started, jessica.	Log Out
The Financial Agreement Authorization - V.02 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 Formst	

5. Change the name on the account to the parent or responsible party.

	Before		After
ABRAHA AGRICULTU	M BALDWIN JRAL COLLEGE		IAM BALDWIN TURAL COLLEGE
*		<u>ش</u>	
Change Account Settings		Success. You have successful	lly modified your account!
User name	jswords0092	Change Account Setting	S
Name	Jessica Swords	User name	jswords0092
Email	doodlebug0092@gmail.com	Name	June Jones
Password	word Email doodlebug0092@gmail.com		doodlebug0092@gmail.com
Cell Phone		Password	****
Secret Question	What was your high school mascot?	Cell Phone	
		Secret Question	What was your high school mascot?

6. Then click on the house in the left corner.





7. Click on Pending/Draft Forms.

ABRAHAM BALDWIN AGRICULTURAL COLLEGE
*
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
つ Forms History
A Manage your Account

8. Click on Complete Form.

ABRAHAM BALDWIN AGRICULTURAL COLLEGE								
쥼								My Forms 👻 🛔
O Pending / Draft Forms 🌒								
Form Filter Show All Forms	•	Text Filter	Type to search					
Form Name					Date	PDF	HTML	Action
Financial Agreement Authorization - V.02				Rejected By: Jessica Swords	Rejected Date: 5/21/2019 9:50:01 AM	ß		Complete Form

9. Make sure to update the Responsible party's Name. Then Click Next.





10. Now electronically sign and the name will be updated to the parent/responsible party's name. Click Sign Electronically.

Electronic Signatu	re	
Please read the <u>Disclosure / Consent</u> b	efore you sign your form electronically.	
Typing your name exactly as it appear read and understand the Disclosure/C transaction electronically.	s below signifies you are completing this form using onsent and agree to electronically sign. You also agr	g an electronic signature. By signing electronically, you are certifying that you have pree to receive required disclosures or other communications related to this
To continue with the electronic signature.	ire process, please enter your name and click the "Si	Sign Electronically" button to save your information and submit your electronic
June	Jones	
Previous Sign Electronically		

11. You will then receive an email confirming that your form has been submitted.

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Compose	÷			1 of 3	<	>	۵
Inbox 1		Form Submission – Financial Agreement Authorization	n - V.02 – Swords, Jessica – 918 Innex ×			•	ß
 ★ Starred Snoozed > Sent Drafts ✓ More 	?	forms@abac.edu to min ~ Thank you for your submission of Financial Agreement Authorization - V.02 for Swords, Jessi Please allow 5 business days for processing. We do have times during the year in which or	ca - 918	9:12 AM (0 minutes ago) c.		4	1
Q J+ +		Great, thank you so mucht Thank you for your assistance. Thank you	ou for the update.				

12. Once your form has been processed you will receive another email letting you know if it was approved or rejected.

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v	Drafts More			Comments: Please visit your Dynamic Forms home page by clicking hats.				
	1 - 1	+		Received, thank you. Thank you for your assistance.				