

How to Complete the Parent Financial Agreement Authorization in Dynamic Forms

1. Go to: <https://www.abac.edu/new-student-checklist/prior-to-orientation-registration/>
2. 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.
3. Select Banner SSB.
4. On the Banner SSB Main Menu, select Student Financial Services, then Financial Agreement Authorization.

[Financial Authorization Agreement Instructions \(for students over 18\)](#)

Under the age of 18, parents are required to submit the Parent Financial Agreement Authorization.

1. Go to [Financial Authorization Agreement \(Parent Link: for students under 18\)](#)
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 Forms account.
 1. The parent will receive an on-screen confirmation "**Account Activated! Congratulations, you have successfully activated your account**" once it is activated.
4. After account activation, log into dynamic forms and completed the agreement.

[Financial Authorization Agreement Instructions \(for parents of students under 18\)](#)

5. DISABILITY ACCOMMODATIONS

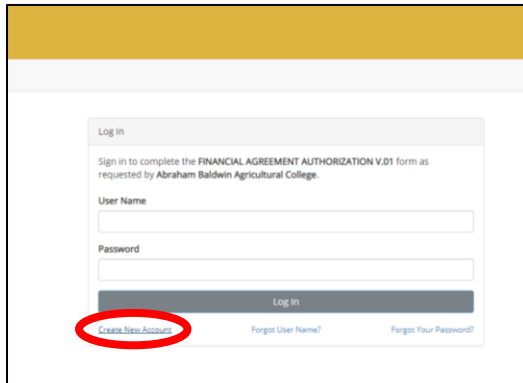
Set up disability accommodations as needed. Obtaining special accommodations in college is different than it is in high school. If you had an IEP or 504 plan in k-12 or if you're interested in learning more about the conditions that qualify for accommodations, contact [Accommodation & Disability Services](#) to discuss disability services.

Be advised that the intake process takes time, so it is essential to schedule an appointment before the start of term to ensure your accommodations are in place when classes begin. To begin the process, please complete the [Voluntary Declaration of Disability](#).

6. SUBMIT OUT OF STATE TUITION WAIVER DOCUMENTS

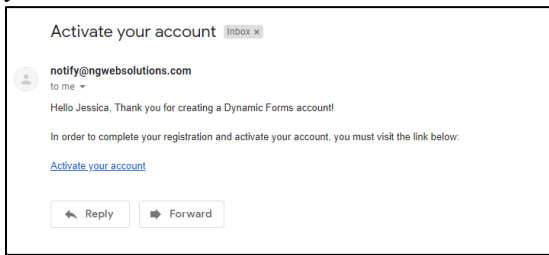
Submit any Out of State Tuition Waiver Documents. Documents for waivers can be submitted through the ABAC Submit Admissions Document App via [MyABAC](#).

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

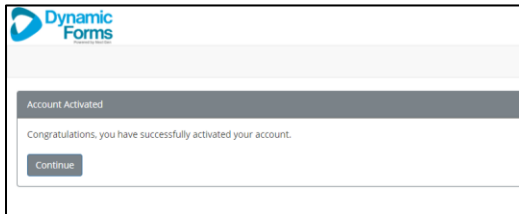


4. Complete the create a new account form in Dynamic Forms and click create account.

- 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.



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



- Then you must go back and complete Steps 1 and 2 again from these instructions.
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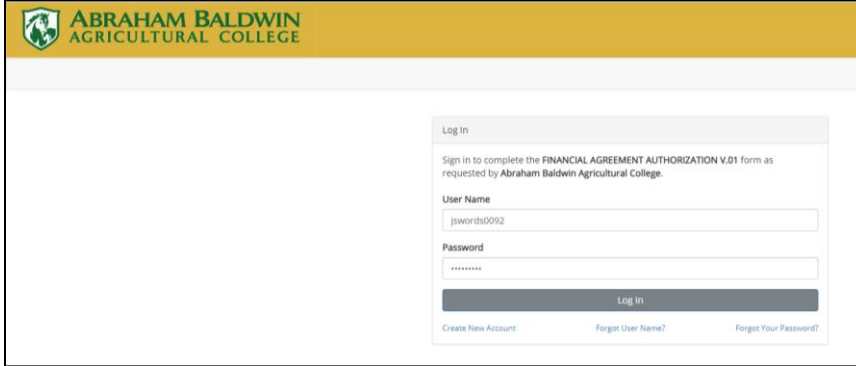
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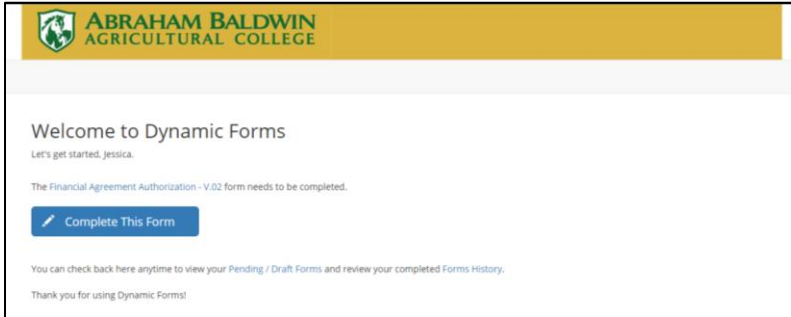
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[Financial Authorization Agreement Instructions \(for parents of students under 18\)](#)

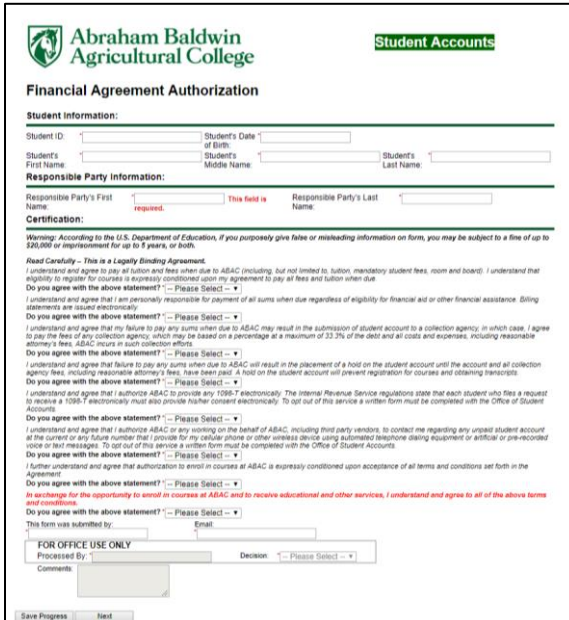
- Log in to Dynamic Forms with the User Name and Password that you just set up. Click Log in.



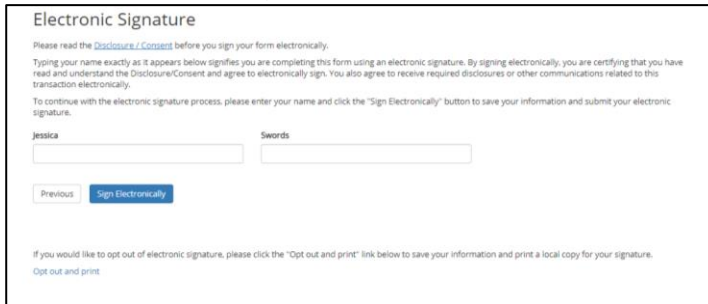
- Click on Complete This Form.



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

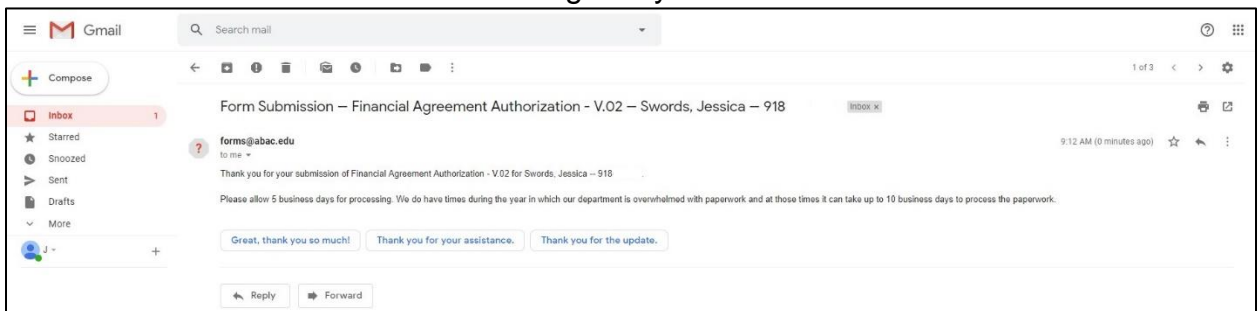


11. Electronically sign the form. Click on Sign Electronically. (If the account was not set up in the parent or responsible party's name then the name here will be incorrect. – See page 5 for how to update electronic signature name.)

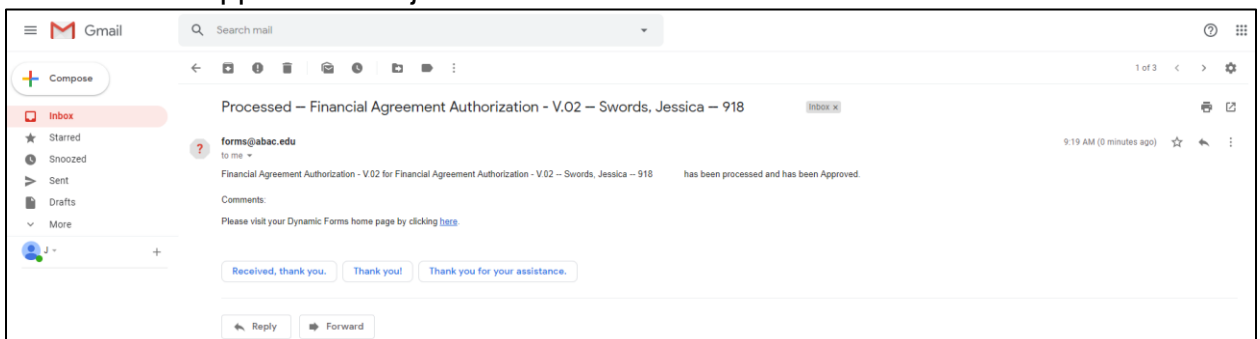


The screenshot shows a web form titled "Electronic Signature". It contains instructions for signing electronically, including a warning to read the disclosure and consent before signing. Below the instructions are two input fields: "Jessica" and "Swords". At the bottom of the form, there are two buttons: "Previous" and "Sign Electronically". A link for "Opt out and print" is also visible at the bottom.

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

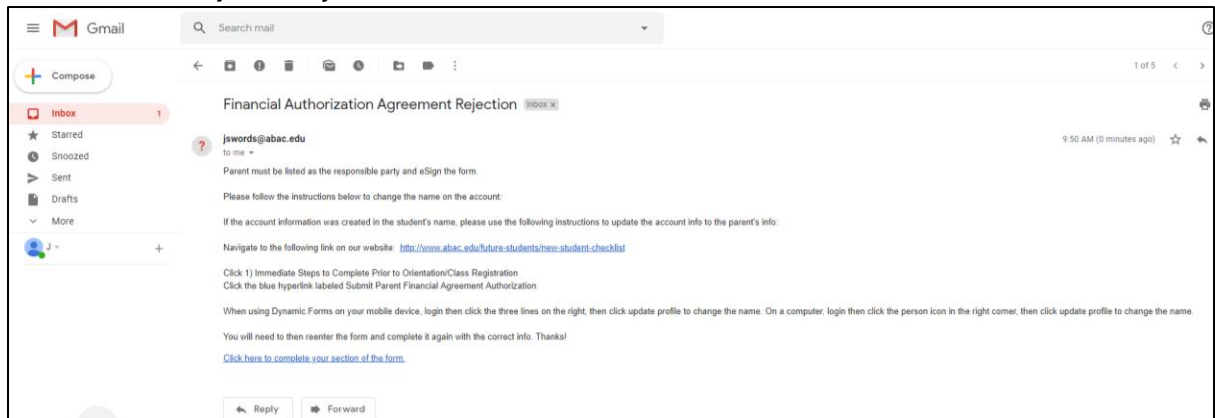


13. Once your form has been processed you will receive another email letting you know if it was approved or rejected.



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:

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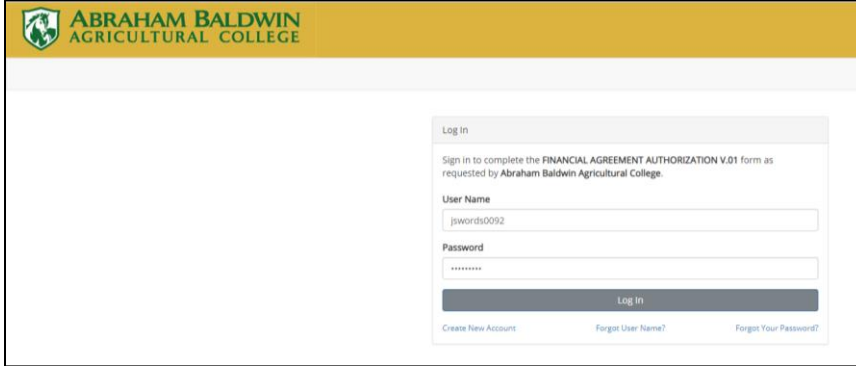
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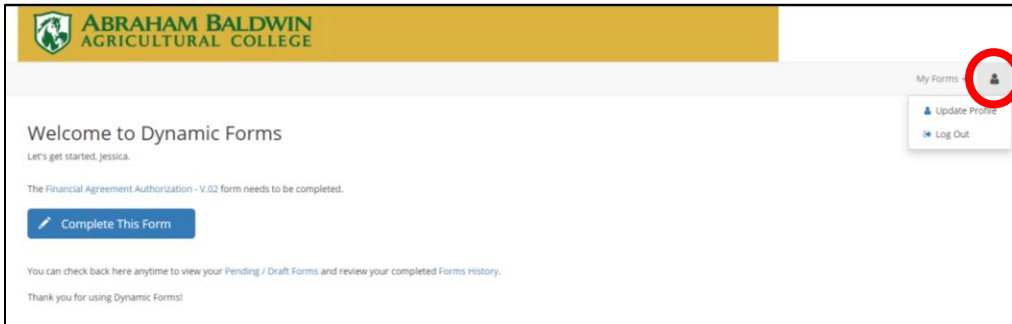
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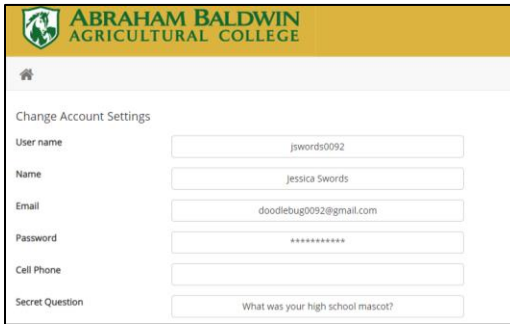
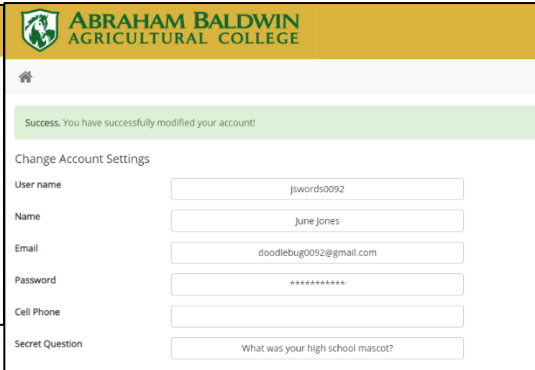
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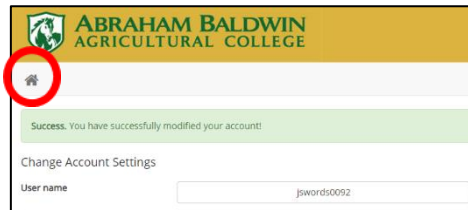
- Click on the person icon the right side of the screen. Then click on Update Profile.



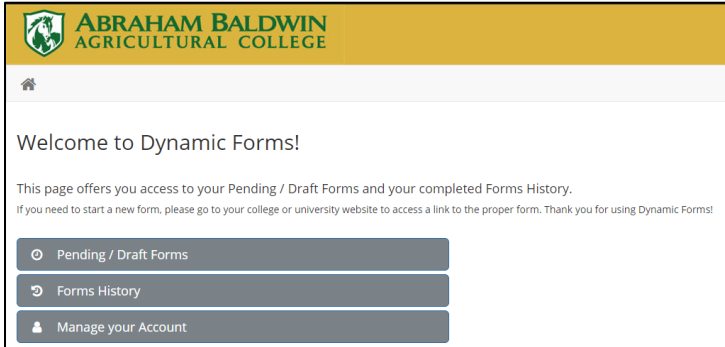
- Change the name on the account to the parent or responsible party.

<i>Before</i>	<i>After</i>
	

- Then click on the house in the left corner.



7. Click on Pending/Draft Forms.



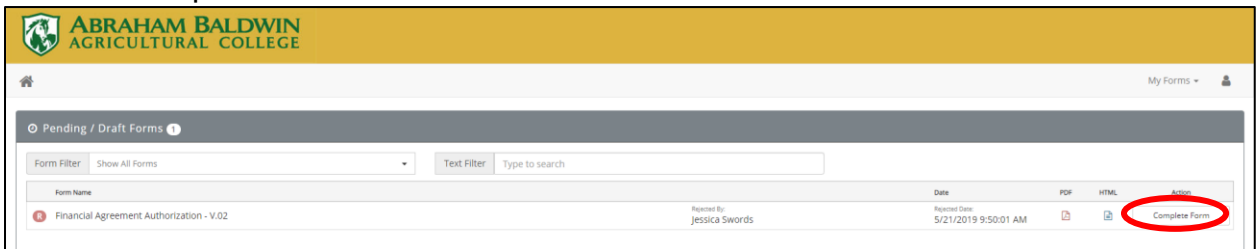
**ABRAHAM BALDWIN
AGRICULTURAL COLLEGE**

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
- Forms History
- Manage your Account

8. Click on Complete Form.



**ABRAHAM BALDWIN
AGRICULTURAL COLLEGE**

My Forms

Pending / Draft Forms

Form Name	Date	PDF	HTML	Action
Financial Agreement Authorization - V.02	5/21/2019 9:50:01 AM			Complete Form

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



**Abraham Baldwin
Agricultural College** **Student Accounts**

Financial Agreement Authorization

Student Information:

Student ID: _____ Student's Date of Birth: _____
 Student's First Name: Jessica Student's Middle Name: Leigh Student's Last Name: Swords

Responsible Party Information:

Responsible Party's First Name: June Responsible Party's Last Name: Jones

Certification:

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information on form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

Read Carefully - This is a Legally Binding Agreement.

I understand and agree to pay all tuition and fees when due to ABAC (including, but not limited to, tuition, mandatory student fees, room and board). I understand that eligibility to register for courses is expressly conditioned upon my agreement to pay all fees and tuition when due.
 Do you agree with the above statement? Yes

I understand and agree that I am personally responsible for payment of all sums when due regardless of eligibility for financial aid or other financial assistance. Billing statements are issued electronically.
 Do you agree with the above statement? Yes

I understand and agree that my failure to pay any sums when due to ABAC may result in the submission of student account to a collection agency, in which case, I agree to pay the fees of any collection agency, which may be based on a percentage of 23.7% of the debt and all costs and expenses, including reasonable attorney's fees. ABAC incurs in such collection efforts.
 Do you agree with the above statement? Yes

I understand and agree that failure to pay any sums when due to ABAC will result in the placement of a hold on the student account until the account and all collection agency fees, including reasonable attorney's fees, have been paid. A hold on the student account will prevent registration for courses and obtaining transcripts.
 Do you agree with the above statement? Yes

I understand and agree that I authorize ABAC to provide any 1098-T electronically. The Internal Revenue Service regulations state that each student who files a request to receive a 1098-T electronically must also provide his/her consent electronically. To opt out of this service a written form must be completed with the Office of Student Accounts.
 Do you agree with the above statement? Yes

I understand and agree that I authorize ABAC or any working on the behalf of ABAC, including third party vendors, to contact me regarding any unpaid student account at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages. To opt out of this service a written form must be completed with the Office of Student Accounts.
 Do you agree with the above statement? Yes

I further understand and agree that authorization to enroll in courses at ABAC is expressly conditioned upon acceptance of all terms and conditions set forth in the Agreement.
 Do you agree with the above statement? Yes

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

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

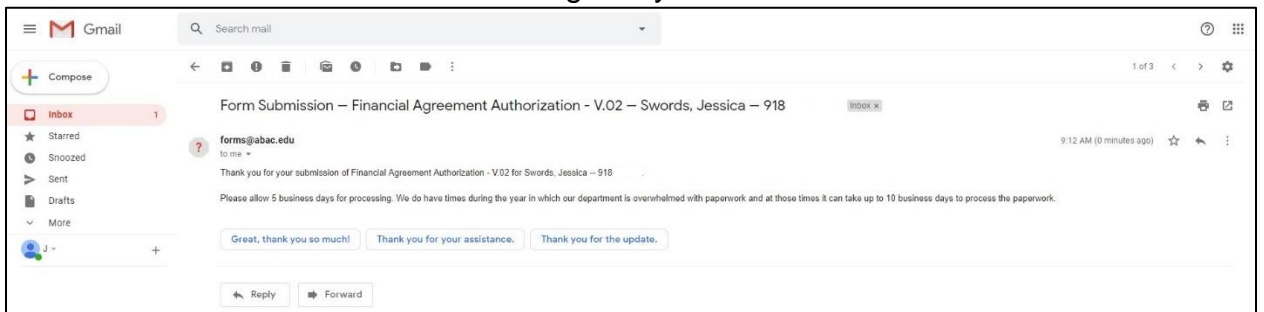
Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or 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.

June Jones

[Previous](#) [Sign Electronically](#)

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



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

