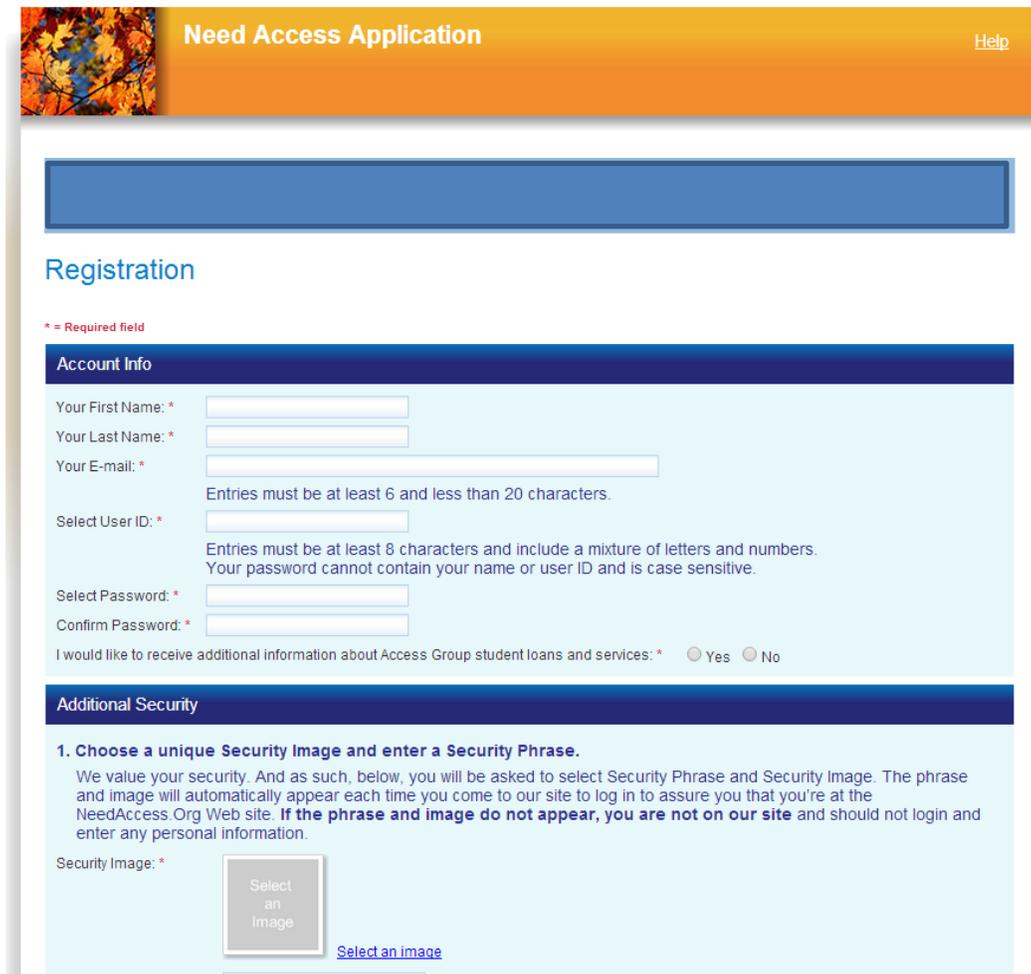


## WASFA Instructions

Upon completing the WASFA questionnaire, you will be automatically redirected to the Need Access webpage to begin the application. The following instructions will aid you in successfully completing the WASFA.

- 1.) To begin, you must first create an account following the prompts on the screen below:

*needaccess*



The screenshot shows the 'Need Access Application' registration page. At the top, there is a blue header with the 'needaccess' logo on the left, the title 'Need Access Application' in the center, and a 'Help' link on the right. Below the header is a large blue rectangular area. The main content area is titled 'Registration' and includes a legend: '\* = Required field'. The 'Account Info' section contains the following fields: 'Your First Name: \*', 'Your Last Name: \*', 'Your E-mail: \*', 'Select User ID: \*' (with a note: 'Entries must be at least 6 and less than 20 characters.'), 'Select Password: \*' (with a note: 'Entries must be at least 8 characters and include a mixture of letters and numbers. Your password cannot contain your name or user ID and is case sensitive.'), and 'Confirm Password: \*'. At the bottom of this section is a checkbox: 'I would like to receive additional information about Access Group student loans and services: \*' with radio buttons for 'Yes' and 'No'. The 'Additional Security' section is titled '1. Choose a unique Security Image and enter a Security Phrase.' and includes a paragraph: 'We value your security. And as such, below, you will be asked to select Security Phrase and Security Image. The phrase and image will automatically appear each time you come to our site to log in to assure you that you're at the NeedAccess.Org Web site. **If the phrase and image do not appear, you are not on our site** and should not login and enter any personal information.' Below this is the 'Security Image: \*' field, which contains a button labeled 'Select an image' and a link labeled 'Select an image'.

- 2.) Once on the “School Selection” screen, you will first select your anticipated class year (freshman, sophomore etc.) for the 2014-2015 academic school year. **Note:** “1<sup>st</sup> year undergraduate = college freshman and so on. **DO NOT** select any options listed as “graduate/professional.”
- 3.) Next, enter “wasfa” in the school name field, then click on “find.”

**School Selection**

Please select the student's program year for the period during which you are applying for financial aid. Next, select the school(s) you wish to receive this Need Access application information by clicking to highlight schools in the left hand column, and then clicking the "Add" button to add to the right hand column. To remove schools, click to highlight schools in the right hand column, then click the "Remove" button. If you change your school selection, please be aware that this may impact the number of forms and the questions you are required to complete.

\* = Required field

**Student**

Student Name:  Academic Year: 2014-2015

Year in School in the program for which you are completing a Need Access Application for 2014-2015: \*  ?

School Name:   [Clear Search Results](#)

To filter this list, begin typing your school's name, and then click the "Find" button.

| All Schools  | My Schools  |
|--|---|
| <ul style="list-style-type: none"> <li>WASFA - Antioch University</li> <li>WASFA - Bastyr University</li> <li>WASFA - Bates Technical College</li> <li>WASFA - Bellevue College</li> <li>WASFA - Bellingham Technical College</li> <li>WASFA - Big Bend Community College</li> <li>WASFA - Cascadia Community College</li> <li>WASFA - Central Washington University</li> <li>WASFA - Centralia College</li> <li>WASFA - Clark College</li> <li>WASFA - Clover Park Technical College</li> <li>WASFA - Columbia Basin College</li> <li>WASFA - Cornish College of the Arts</li> <li>WASFA - Digipen Institute of Technology</li> <li>WASFA - Divers Institute of Technology</li> <li>WASFA - Edmonds Community College</li> <li>WASFA - Everest College - Renton</li> <li>WASFA - Everett Community College</li> <li>WASFA - Gene Juarez Academy</li> <li>WASFA - Glen Dow Academy</li> <li>WASFA - Gonzaga University</li> <li>WASFA - Grays Harbor College</li> <li>WASFA - Green River Community College</li> </ul> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> |

- 4.) You may select from the schools listed with the prefix “WASFA” by clicking on your desired school, then clicking the “Add” button to add to the list of “My Schools.” You may add as many schools as you like.
- 5.) On the next screen (Student Information), you may select “Other” for “Student Citizenship”

**Student Information**

Please complete the fields below by providing information about the student.

\* = Required field

**Student**

Student Name: John Doe Academic Year: 2014-2015

**Student Information**

Student's Marital Status: \*

Student's Citizenship: \*  ?

Current Marital Status of Student's Legal Parents: \*

Total number of people that the student (and spouse) will financially support, and who will live with them, between July 1, 2014 and June 30, 2015. Include the student (and spouse) \*  ?

Do not include parents, siblings or other household members unless you are supporting them financially.

6.) On the both the parent and student “Annual Income and Expenses” page, you may enter 0 (zero) for any questions that do not apply or you are unsure about.

### 2014-2015 Student Form - Annual Income and Expenses - 2013

If you need more explanation for any of the questions below, please click the “?” help icon for more details.

Your browser's back button is disabled during this part of the application.

\* = Required field

Previous

Next

| Student's (and Spouse's) Annual Income and Expenses - 2013 |   |                      |
|--|---|----------------------|
| Source of Following U.S. Tax Figures(Ref. 3a): *           |    | <Select One>         |
| Number of Exemptions - 2013(Ref. 3b): *                    |    | <input type="text"/> |
| Adjusted Gross Income - 2013(Ref. 3c): *                   |    | <input type="text"/> |
| Itemized Deductions - 2013(Ref. 3d): *                     |    | <input type="text"/> |
| U.S. Income Tax Paid - 2013(Ref. 3e): *                    |    | <input type="text"/> |
| Student's Income from Work(Ref. 3f): *                     |    | <input type="text"/> |
| Interest Income - 2013(Ref. 3h): *                         |    | <input type="text"/> |
| Dividend Income - 2013(Ref. 3i): *                         |    | <input type="text"/> |
| Other Taxable Income - 2013(Ref. 3j): *                    |    | <input type="text"/> |
| Earned Income Credit - 2013(Ref. 3k): *                    |    | <input type="text"/> |
| Social Security Benefits - 2013(Ref. 3m): *                |    | <input type="text"/> |
| AFDC/TANF - 2013(Ref. 3n): *                               |    | <input type="text"/> |
| Child Support Received - 2013(Ref. 3o): *                  |    | <input type="text"/> |
| Other Untaxed Income/Benefits - 2013(Ref. 3p): *           |    | <input type="text"/> |
| Medical/Dental Expense - 2013(Ref. 3q): *                  |   | <input type="text"/> |
| Elementary/Jr/High School Tuition - 2013(Ref. 3r): *       |  | <input type="text"/> |
| Child Support Paid - 2013(Ref. 3t): *                      |  | <input type="text"/> |
| Education Credits Received - 2013(Ref. 3u): *              |  | <input type="text"/> |
| Taxable Income Exclusion - 2013(Ref. 3v): *                |  | <input type="text"/> |

Save & Exit

Cancel

Previous

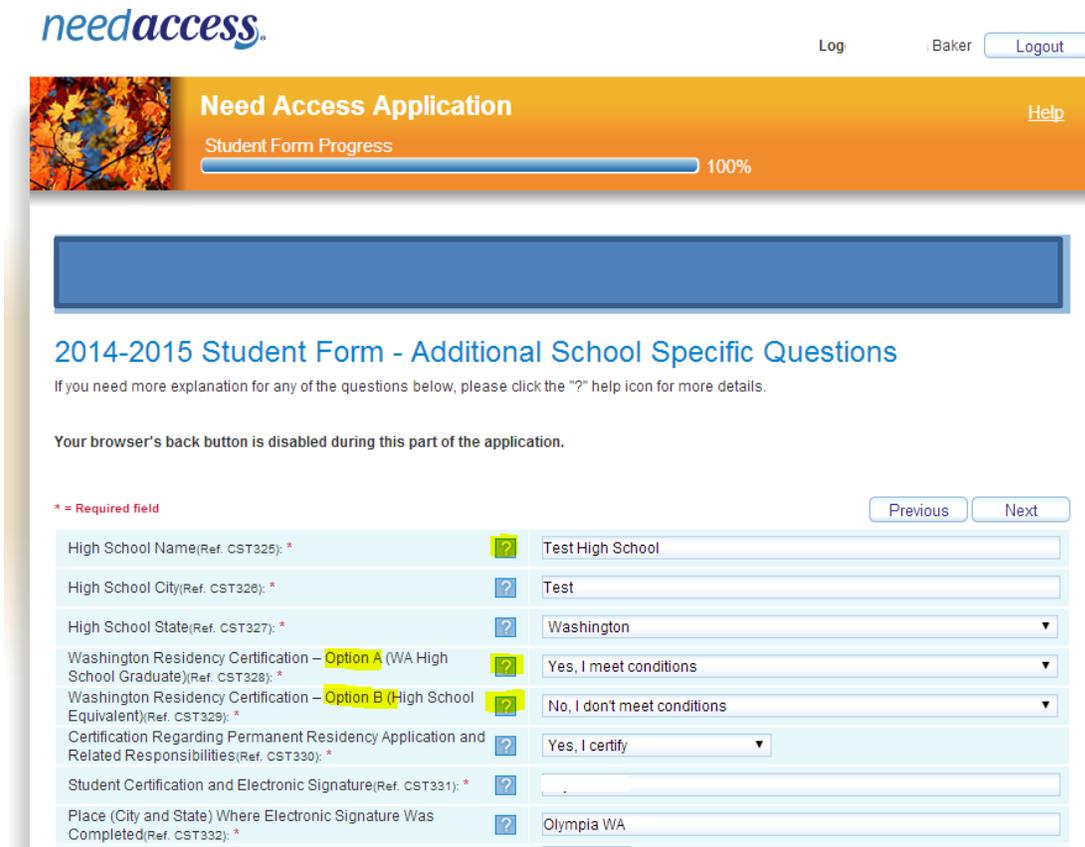
Next

7.) When you reach the “Additional School Specific Questions,” page you will want to click on or hover over the  to view the entire question.

Please note you only have to meet **one** of the residency options listed:

Option A – Have or will graduate from high school

Option B – Have or will obtain a GED



**needaccess.** Log Baker Logout

**Need Access Application** Help

Student Form Progress 100%

### 2014-2015 Student Form - Additional School Specific Questions

If you need more explanation for any of the questions below, please click the “?” help icon for more details.

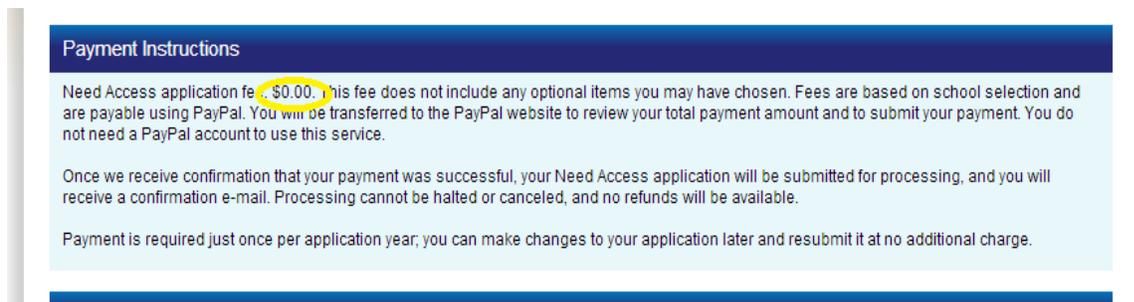
Your browser's back button is disabled during this part of the application.

\* = Required field

Previous Next

|  |   |                             |
|--|---|-----------------------------|
| High School Name(Ref. CST325): *   |    | Test High School            |
| High School City(Ref. CST326): *   |    | Test                        |
| High School State(Ref. CST327): *  |   | Washington                  |
| Washington Residency Certification – Option A (WA High School Graduate)(Ref. CST328): *              |  | Yes, I meet conditions      |
| Washington Residency Certification – Option B (High School Equivalent)(Ref. CST329): *               |  | No, I don't meet conditions |
| Certification Regarding Permanent Residency Application and Related Responsibilities(Ref. CST330): * |  | Yes, I certify              |
| Student Certification and Electronic Signature(Ref. CST331): *                                       |  |                             |
| Place (City and State) Where Electronic Signature Was Completed(Ref. CST332): *                      |  | Olympia WA                  |

8.) Upon completion, the payment section should read \$0.00, and look as follows:



#### Payment Instructions

Need Access application fee: **\$0.00**. This fee does not include any optional items you may have chosen. Fees are based on school selection and are payable using PayPal. You will be transferred to the PayPal website to review your total payment amount and to submit your payment. You do not need a PayPal account to use this service.

Once we receive confirmation that your payment was successful, your Need Access application will be submitted for processing, and you will receive a confirmation e-mail. Processing cannot be halted or canceled, and no refunds will be available.

Payment is required just once per application year; you can make changes to your application later and resubmit it at no additional charge.

If more assistance is needed, call: 800-282-1550 or send an email to [needaccess@accessgroup.org](mailto:needaccess@accessgroup.org)

Monday-Friday 6 am to 5 pm PST