

# **Alamance Community College**

## **Understanding Financial Aid Electronic Forms (e-Forms)**

### **What is a Financial Aid Electronic Form (e-Form)?**

**Financial Aid Electronic Form** (sometimes referred to as **e-Forms**) is a powerful tool accessible from WebAdvisor and our Document and Forms page can be used by the student to submit missing documents to the Financial Aid Office.

**Note: The parent version is available in paper form only at our Document and Forms page.**

### **How do I access e-Forms?**

Financial Aid e-Forms can be accessed from your WebAdvisor and our Document and Forms page.

### **How is the e-Form approved by the department?**

Once the student completes the e-FORM, the student clicks the "SUBMIT" or "SEND" button. Once the Financial Aid office receives ALL of your requested forms; your file will be submitted for review. In the event, the form is not completed correctly the form will be rejected and the student will receive an email detailing the corrections.

### **Is any space provided on the e-Form for comments?**

Yes, eForms provides an area that allows the student and the department to comment, ask questions, or provide additional clarification.

### **Is the e-Form the same as a paper form?**

No, e-Forms are designed to be used on a computer and utilize series of skip logic, drop down boxes, radio buttons, and forced-fill areas to guide the student through the form and help simplify completing the form.

### **What is the time frame before an e-FORM is approved or received by the department?**

The department receives an immediate notification once the student hits the "SUBMIT" or "SEND" button.

### **How can I access eForms?**

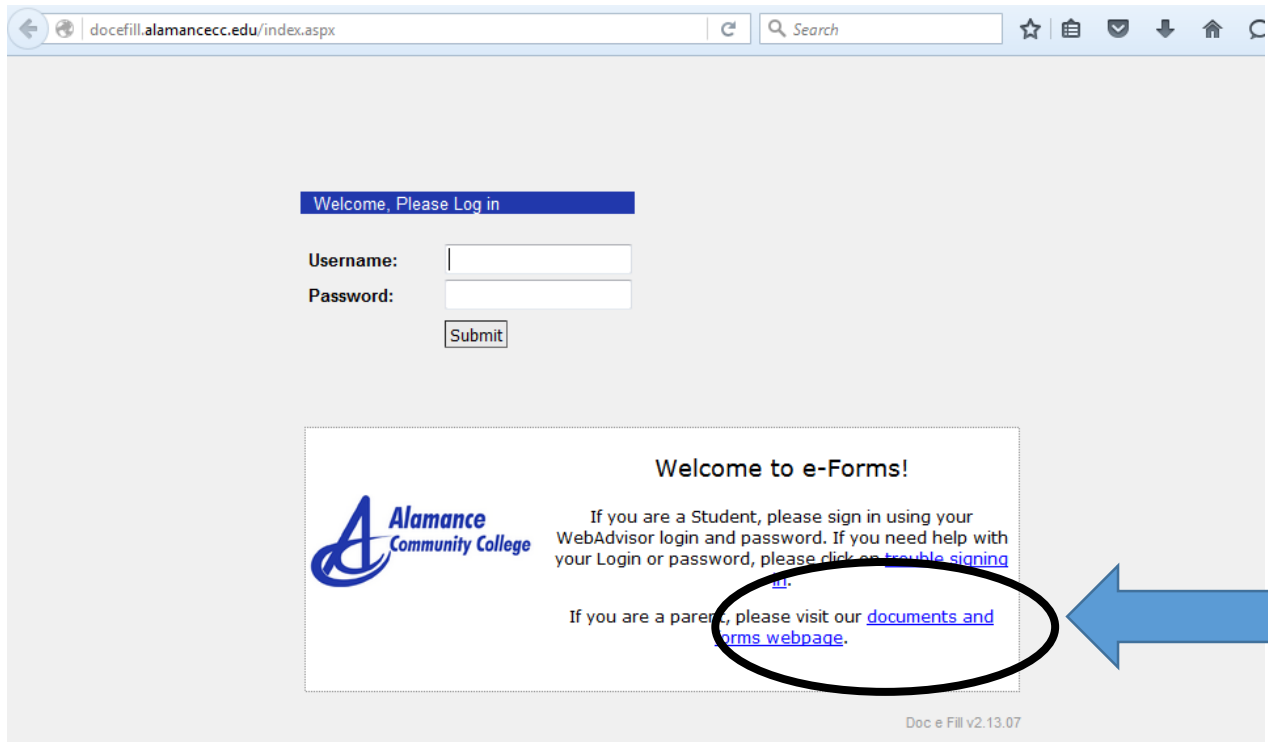
1. Go to [www.alamancecc.edu](http://www.alamancecc.edu)
  - a. Click on the WebAdvisor Tab at the top of the website

OR

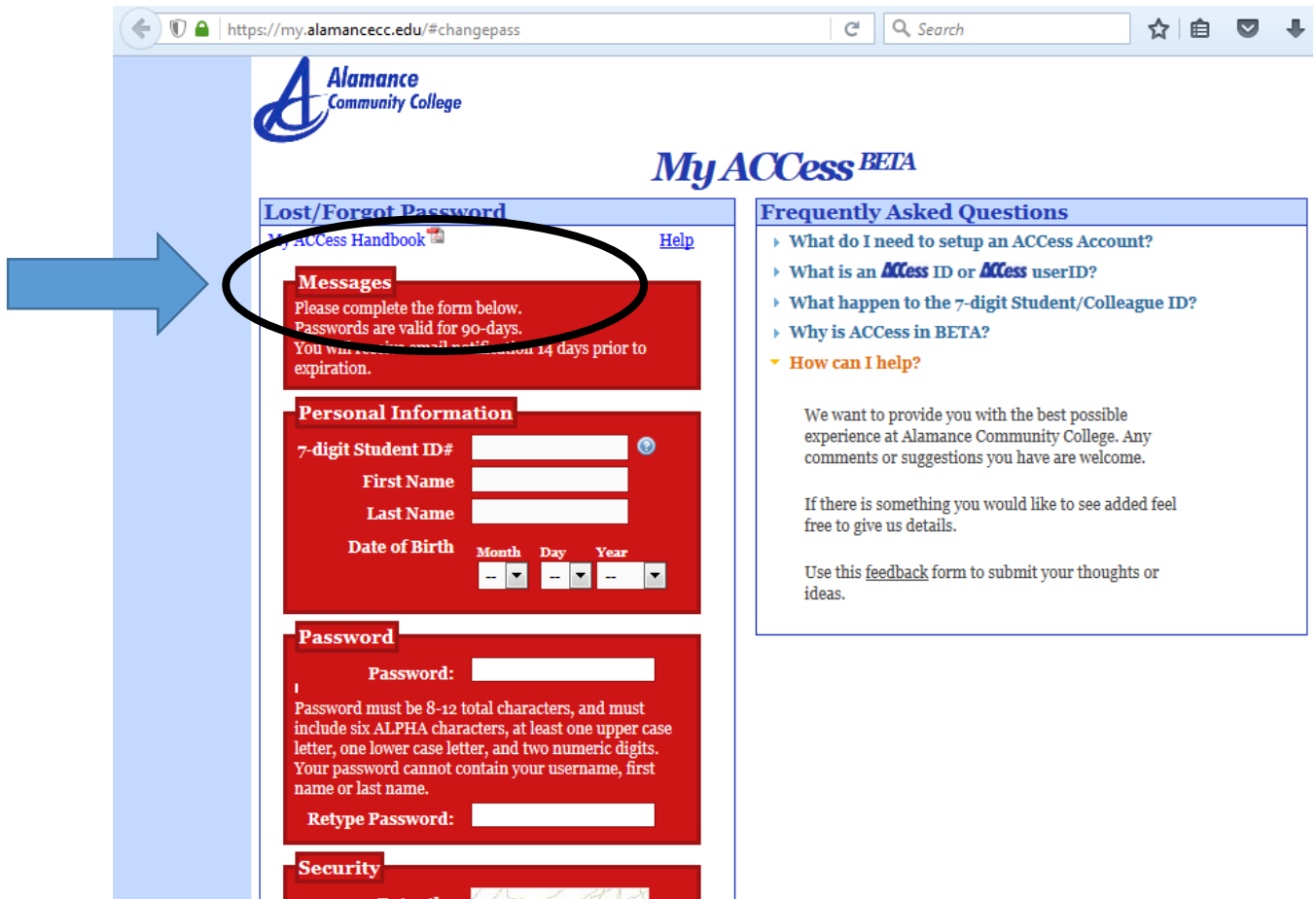
- b. Click on the Paying For College Tab and then select Document and Forms.
2. Click on the e-Forms link

## How can I change my password?

1. At the login screen click "Trouble signing in".  
(<https://docefill.alamancecc.edu>)"
2. Once on My ACCess complete the instructions for the "Lost/Forgot Password:" section.
3. See sample of pages below



The screenshot shows a web browser window with the address bar displaying [docefill.alamancecc.edu/index.aspx](https://docefill.alamancecc.edu/index.aspx). The page content includes a blue header bar with the text "Welcome, Please Log in". Below this is a login form with fields for "Username:" and "Password:", and a "Submit" button. A central white box contains the heading "Welcome to e-Forms!". To the left of this box is the Alamance Community College logo. The text in the box reads: "If you are a Student, please sign in using your WebAdvisor login and password. If you need help with your Login or password, please click on [trouble signing in](#)." The link "trouble signing in" is circled in black, and a blue arrow points to it from the right. Below this, it says: "If you are a parent, please visit our [documents and forms webpage](#)." The footer of the page reads "Doc e Fill v2.13.07".



How can I retrieve my username?

1. Go to [www.alamancecc.edu](http://www.alamancecc.edu) and click on WebAdvisor at the top of the page.
2. Once on the WebAdvisor log in page, click on "What's my User ID".
3. Please enter your last name, SSN, or student ID to retrieve your User ID.
4. See sample of pages below

https://www.alamancecc.edu

Alamance Community College

WEBADVISOR | OODLE | EMAIL | EMPLOYEE DIRECTORY | LIBRARY | DEPARTMENTS

HOME | DEGREES AND PROGRAMS | HOW TO APPLY | PAYING FOR COLLEGE | SERVICES FOR STUDENTS | SERVICES FOR ALUMNI | ABOUT ACC | CONTACT

It's not too late. Enroll in our Second 8-week classes.

Prospective Students  
Current Students  
GED/Adult High School/ESL  
Services for Business and Industry

Alamance Community College

LOG IN | MAIN MENU | CONTACT US

WebAdvisor will be unavailable from approximately 1:00 AM to 5:00 AM daily.

ACC's Website

Prospective Students  
Students  
Faculty

Welcome Guest!  
**Welcome to WebAdvisor**  
[My ACCess Handbook](#)

ACC Students must first activate their account. [My ACCess](#)  
Choose your point of entry to the right. Then log-in with the top tab.

Use the "What's My User ID?" and "Forgot Your Password?" links below for login information.  
[Forgot your password?](#)  
[What's My User ID?](#)

Click this link for [ACCess Apps](#).

**Distance Learning**  
Distance Education students should follow [this](#) link.

**Note:** All ACC online courses will be taught using [Moodle](#). No classes will be offered through BlackBoard.

**Browser Support**

What's My User ID? | [Forgot your password?](#)

LOG IN | MAIN MENU | CONTACT US



Welcome Guest!

### What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

\* = Required

Last Name\*

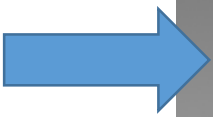
SSN

OR







Student Id

SUBMIT

[Forgot your password?](#) [My ACCESS](#)



Welcome: test test (logout)



Expand Library Collapse Library

Document Library

- Financial Aid
  - 2016-2017 Household Resources
    - Verification
  - 2016-2017 Household Size Number in College
  - 2016-2017 Request for a Dependency Override
  - 2016-2017 Tax Non-Filers Income
    - Verification
  - Affidavit of Grade Level
  - Child Support Paid
  - Electronic Consent Form
  - Financial Aid Contract
  - SNAP Verification
  - Special Circumstances
  - Student Aid Eligibility Worksheet for

To access the Library of Forms, Click in the "Book Shelf Icon"



Welcome to Doc e Fill

You may scroll down to the bottom of the form and click on SAVE DRAFT at any time to save your progress and return to the form later.

To complete an e-Form, click on the name of the form.

When you have completed your form, click on the name of the form to submit your completed form to the department.

To check the status of your form, click on the folder icon. After you have submitted a form, any drafts you may have created will not contain the changes you made.

Your final submission will appear in the COMPLETED documents only after the department has finished processing your form.

Icon Glossary

The icons in the upper left hand corner control almost all of the functions of Doc e Fill. The following list will detail the basic usage of each button.

Icon	Function	Description
	Library	List of all documents available to you for origination



Expand Library Collapse Library  
Document Library

- Financial Aid
  - 2016-2017 Household Resources
    - Verification
  - 2016-2017 Household Size Number in College
  - 2016-2017 Request for a Dependency Override
  - 2016-2017 Tax Non-Filers Income Verification
  - Affidavit of Grade Level**
  - Child Support Paid
  - Electronic Consent Form
  - Financial Aid Contract
  - SNAP Verification
  - Special Circumstances
  - Student Aid Eligibility Worksheet for Question 23
  - Unsatisfactory Academic Progress
  - Appeal

Alamance Community College

## Affidavit of Grade Level

First:  Last:  Student ID:

I certify that the information on my original FAFSA about my grade level or degree I am working towards is incorrect and the corrections below are accurate. I further certify that, if asked, I will provide documentation to verify the accuracy of this form.

If you purposely give false or misleading information, you may be fined \$20,000, sent to prison or both.

School	Years Attended	Highest Grade Level
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Degree or Certificate:

Correct Grade Level:

Comments:

The form you selected appears on the right side of the

There is a **COMMENTS** box provided on each e-Form.

Use this area to share any additional information that is relevant to evaluating your request or processing the form.

https://docefill.alamancecc.edu/main.aspx

Welcome: test test (logout)

Alamance Community College

### Affidavit of Grade Level

Student ID: 9990000

grade level or degree I am working towards is incorrect  
asked, I will provide documentation to verify the  
accuracy of this form.

If you purposely give false or misleading information, you may be fined \$20,000, sent to prison or both.

School	Years Attended	Highest Grade Level
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Degree or Certificate:

Correct Grade Level:

Submit Attachment **Save Draft** Cancel

Comments:

**"Draft Icon"**  
Click to view any form saved as a Draft.

**Save Draft – Saves a form as a draft document to complete later.**



https://docefill.alamancecc.edu/main.aspx

Welcome: test test (logout)

**Alamance Community College**

### Affidavit of Grade Level

Student ID: 9990000

Grade level or degree I am working towards is incorrect. If I am asked, I will provide documentation to verify the

be fined \$20,000, sent to prison or both.

Years Attended	Highest Grade Level

Type of Degree or Certificate:

Correct Grade Level:

Comments:

**“Inbox/Received Documents Icon”**  
**Contains all e-Forms that have been returned**  
**for your review or sent to you as a follow-up document.**

**Click the attachment button to upload and attach scanned documents that your form is requesting.**

**Click the attachment button to upload and attach scanned documents that your form is requesting.**

https://docefill.alamancecc.edu/main.aspx

Welcome: test test (logout)

Alamance Community College

### Affidavit of Grade Level

Student ID: 9990000

Original FAFSA about my grade level or degree I am working towards is incorrect. I further certify that, if asked, I will provide documentation to verify the

ing information, you may be fined \$20,000, sent to prison or both.

Tool	Years Attended	Highest Grade Level

Type of Degree or Certificate:

Correct Grade Level:

Submit Attachment Save Draft Cancel

Comments:

**The "Completed Icon"**  
Saves a copy of every e-Form you submitted that has been archived.