Step 1: Go to www.fafsa.ed.gov and click ‘Log In’

Step 2: Select ‘Student’ or ‘Parent’ accordingly and click ‘Next’

Step 3: Click Financial Information tab and enter 2018 Parent Tax Information

Step 4: Enter which parent is making the FAFSA changes and they must use their FSA ID to continue to the DRT

Step 5: Read discloser and then click ‘Proceed to IRS Site’

Step 6: Click ‘OK’ to continue
Step 7: Click ‘OK’ that you understand you are visiting a government site and for authorized use only.

Step 8: Enter parent information in the blank fields EXACTLY as printed on parent’s 2018 Tax Return and then click ‘Submit’.

Step 9: Check the first small box to give the IRS permission to transfer data into FAFSA and then click ‘Transfer Now’ icon.

Step 10: Click ‘Next’ after seeing information successfully transferred.

Step 11: Enter 2018 individual earning amounts for each parent (if applicable) and then click ‘Next’. Answer remaining income questions on following screens.

Step 12: Click ‘Provide Signatures for both Student and Parent. Then submit your FAFSA and log-out.’