**Step 1:** Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click ‘Log In’

**Step 2:** Select ‘Student’ or ‘Parent’ accordingly and enter FSAID. Then click ‘Next’

**Step 3:** Click the 2020-2021 tab

**Step 4:** Click Financial Information tab at top of page and enter 2018 Parent Tax information. Then click ‘link to IRS’.

**Step 5:** Enter which parent (1 or 2) is adding information to the FAFSA. Parent must then enter their FSA ID and click ‘Proceed to IRS site’

**Step 6:** Read discloser and then click ‘Proceed to IRS Site’
Step 7: Click ‘OK’ that you understand you are visiting a government site and for authorized use only

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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 small box to give the IRS permission to transfer data into FAFSA and then click ‘Transfer Now’ icon

Step 10: Enter 2018 individual earning amounts for each parent (if applicable) and answer remaining income questions. Click next at bottom of page. If student needs to use the DRT, follow same steps. Continue to click next at bottom of page to get to the ‘Sign and Submit’ page

Step 11: The student must read the disclosure and then select ‘agree’. Then the student must click ‘Sign’.

Step 12: The parent must read the disclosure and then select ‘agree’. Then the parent must click ‘Sign’. Student can then click ‘Submit my FASFA now’. Log out after reviewing your Confirmation page