

# Applicant Views

## The Application Process - What the applicants see

The applicant experience can be broken down into 4 steps. Below is what the applicant sees when completing the FACTS application.

### Step 1: Create a User Account

The application can be accessed by either going to your institution specific landing page (Recommended) or by going to <https://online.factsmgt.com/aid>. The first step is for the applicant to either create a username & password or sign in using their existing account.

Resource Library | Customer Service



### Lincoln Academy of FACTS

Welcome!

If you have used FACTS before, simply Sign In to manage your account

If you are new to FACTS, click on the "Create a username & password" button to create an online account

**The text on this portion of your institution specific landing page can be customized.**

#### Sign In

Username

Password

**Sign in**

Sign in using your e-mail

[Forgot Username / Password?](#)

#### New Account

[New user? Create an online account.](#)

**Create a username & password**

[Having difficulties? Check our FAQs.](#)

### Step 2: Select Start Application

Once the applicant has signed in they will need to click on **Start Application** within the FACTS Grant & Aid tile to begin.



Hello Bob



Payment Plan &amp; Billing

View Details



FACTS Grant &amp; Aid

Set up a Payment Plan

No application on file for this institution.

Start Application



Bob Gomez



bobgomez@sampleemail.com



Register to receive text alerts on your mobile phone



Want to allow a friend or family member to pay toward your balance?

Add an Authorized Party.



Have another account you want to link?

### Step 3: Complete Application

Next the applicant will proceed through the application. To view an evaluation mode of the application for your institution do the following:

1. Hover over **Grant & Aid** on the blue bar at the top of your screen and select **Term Set Up** from the drop down.
2. Click on **Form Preview** on the left side of your screen. None of the information is save in the evaluation mode.

Lincoln Academy of FACTS (34558)  
2016-2017 School Year

### Step 4: Submit Supporting Documents

Application Status:  
**INCOMPLETE**

Application ID: 2598949  
2017-2018

The following step(s) are needed to complete your financial aid application:

 Upload your required documents

## Awards

| STUDENT | INSTITUTION                    | MESSAGE        |
|---------|--------------------------------|----------------|
| ad ad   | Lincoln Academy of FACTS Group | Accept/Decline |

## Required Documents

 Help

2015 Federal Tax Return

Form 1040 (Page 1)  Form 1040 (Page 2)

2016 Federal Tax Return

Form 1040 (Page 1)  Form 1040 (Page 2)

2015 W-2s

W-2

2016 W-2s

W-2

Not Submitted  In Process  Complete

**Upload**