ELECTRONIC FORMS
PARENT USER GUIDE
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How to access Electronic Forms – Parent Guide:

Parents must create a free account with our vendor ‘Dynamic Forms’ to review and sign Financial Aid forms electronically.

1. Click on the link provided in the email from FAFoms-NoReply@montgomerycollege.edu requesting your e-signature on a form. (Note: Please do not reply to this email address, as it is a no-reply inbox)

   If you no longer have the email, you can go directly to Dynamic Forms using this link.
2. The link will take you to Montgomery College – Dynamic Forms log in page.

![Montgomery College Log In Form]

3. Click on “Create a new Account” located below the “Log in” button if you are logging in for the first time, otherwise enter your user name and password to log in.

Please refer to following sections regarding parent accounts, if needed, for step-by-step instructions:

New Parent user:

How to create a new Parent User Account

Returning Parent user:

How to reset password or retrieve User Name
How to create a new Parent User Account:

1. Click on “Create a new Account” located below the “Log in” button if you are a new user on Montgomery College – Dynamic Forms log in page. The link is provided in the email you received from Montgomery College or click this link to directly go to the log in page.

2. Complete the enrollment process by creating username for yourself, set password, select a security question and provide an answer to that.

3. Enter your first and last name and provide the email address on which you received the signature request email from Montgomery College.
Create a new account

Our enrollment process is fast, easy, and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below.

4. After entering all the required information, click on ‘Create Account’ button.

MC Montgomery College

Verify your email

We sent an email to: sk...@yahoo.com

Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.
5. To activate your new account, log into the email account you used to create your Dynamic Forms account. You should receive an email called **Activate Your Account** from notify@ngwebsolutions.com.

6. Open the ‘Activate your account’ email from notify@ngwebsolution, and then click on the “Activate your account” link in the body of the email.

7. Clicking on the link will verify and activate your account. You will receive an ‘Account Activated’ message, if successful.

8. Click the “Continue” button to login to Dynamic Forms and proceed to your form(s). If you are prompted to set up additional security code, refer to **How to Secure Parent User Account** section for more information.
How to reset Password or retrieve User Name:

a) Forgot Password:

If you forget your password, use this link.

1. Enter the registered email for the account.
2. Enter the answer to your secret question to send a reset password link to your email.
3. Check your email. You should have received an email from notify@ngwebsolutions.com to reset your password. If you don’t see it, check in your spam folder. The link will expire once it is used.
4. Click on the link and create a new password so you can log in to Dynamic Forms.

b) Forgot User Name:

If you forget your username, use this link.

1. Enter the registered email for the account.
2. Enter the answer to your secret question.
3. The user name will be sent to the email address used for the Dynamic Forms account. The sender will be notify@ngwebsolutions.com.
4. Check your email and then return to Dynamic Forms to log in.
How to review the form and/or return the form for corrections:

1. Click on the **link to the form** in the original email sent by Montgomery College requesting e-signature, to log in to review your form(s).

   You may log into your Dynamic Forms account directly at this [link](#).

2. If you used the link in the email sent by Montgomery College requesting your e-signature to log in, the form that needs your review will open.

   If you used the direct link in step 1 to log in, select ‘Pending/Draft Forms’ from the menu.

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**2020-2021 Parent 1 W-2s**

If you used the direct link in step 1 to log in, select ‘Pending/Draft Forms’ from the menu.

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**Welcome to Dynamic Forms!**

This page offers access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!
You will see a list of all the forms awaiting your review. Go to the form that you like to review and click the “Complete Form” under Action.

The form will open up for your review.

3. Review the form for completion and correctness. For a multiple page form, use ‘Next’ or ‘Previous’ buttons to move between pages. Make sure the attached files are the right documents.
4. If you find any incorrect or incomplete information, you can “reject” the form sending it back to your child for corrections. Follow the steps below to reject the form, or go to ‘How to e-sign and submit the Form’ section if there are no corrections to be made.

5. To return the form for corrections to your child, click on the ‘Reject’ button at the bottom of the form.

   Dear Parent,
   If this form is incorrect or incomplete, do not sign now. Follow the steps below.
   1. Select the ‘Reject’ button; a pop-up window will appear
   2. You will need to send an email to your child explaining what needs to be corrected
   3. If you need help, please contact the Office of Financial Aid (240-887-5100)

   (click to sign)
   Signature Date

   Save Progress Reject Submit Form

6. In the new window, draft an email to your child by filling out the email subject and body, stating what information need to be changed or added to the form. Put the name of the form either in the email subject or in the body.
7. Click the red “Reject this Form” button at the bottom of this page to send your email to your child.
   Note: Your child will have to log in using their MyMC account to access the form link and make corrections to it. Please do write in the name of the form in the email subject or the body to let your child know which form to correct.

8. Once your child has corrected the information and resubmitted the form, you will receive another email requesting your signature on the form with a link to the updated form. Use this link to review and e-sign your form.

   Note: Please note that when you reject a form, it no longer shows in your pending/draft forms and the financial aid office is unable to see the form until it has been submitted back to you to sign.
How to E-Sign and Submit Electronic Forms:

1. After reviewing the form, the parent needs to e-sign the form.
2. In the Parent Signature section, click on the yellow area. The signature page will appear.
3. Parents must enter their names in the provided fields exactly as it appears on the signature page.

We strongly encourage you not to opt out and print. If you choose to do so, please contact the Financial Aid office for manual submission instructions before clicking on the ‘Opt out and print’ link.
4. Enter last four digits of your SSN and Date of birth in mm/dd/yyyy format for verification. Enter ‘0000’ if you do not have a SSN. The information you entered should match the data that was provided on your child’s FAFSA.

5. Select ‘Sign Electronically’ button when done. This will close the Signature page.

6. The form will now have a timestamp with the name of the parent and date/time of the signature.

7. After e-signing the form, click on ‘Submit Button’ to submit the form. You have not submitted successfully until you see the Thank You page.

8. Be sure to log out of online forms.
How to access submitted forms:

1. Log into your Dynamic Forms account directly at this link.
2. Then click on ‘Forms History’ button from the menu to view the list of submitted forms.
3. To view the form click on either PDF or HTML button.
How to secure Parent User Account:

You can secure your account by adding your cell phone number to your profile, in addition to securing your account by choosing a strong password and selecting security question and providing an answer to that.

You may be prompted to add your cell phone number so a verification code can be sent to it, at the time you are creating your account. Enter your cell phone number and click on green ‘send code’ button. Enter the code you received on your cell phone in the ‘Verification Code’ field. Click on the ‘Save’ button. Now every time you log in, a verification code will be send to your cell phone.

You may choose to set it up later by clicking ‘Not Now’ button.

Alternatively, you can add your cell phone number to your profile later. Log into your Dynamic Forms account directly at this link.
Then click on ‘Manage Your Account’ button from the menu.

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History. If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

Add your cell phone number. Then select the green ‘Send Code’ button. Enter the code you received on your cell phone in the ‘Code’ field and enter your password. Select ‘Save Changes’ button.

Now every time you log in, a verification code will be send to your cell phone.