



## USING THE ONLINE APPLICATION

**Step One** involves gathering the documents that you need.

These documents include the following:

- You and your spouse's (if applicable) social security numbers.
- Detailed copies of all pages and Schedules of your 2011 Federal Income Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS) for individuals listed in Sections A and B. Recaps and/or Summary Forms are not acceptable.
- Copies of all 2011 W-2 Wage and Tax Statement Forms, all 2011 1099/1099R for Interest/Dividends, Pensions/Annuities, and/or Misc. Income Forms for individuals listed in Sections A and B.
- **If you have not yet filed your 2011** Federal Income Tax Return, provide a complete copy of your 2010 Federal Income Tax Return Form 1040, 1040A, or 1040EZ (as filed with the IRS), along with all 2011 W-2 Forms and 1099 Forms. If you are applying after April 15, 2012, please provide a copy of the 2011 IRS Extension for Filing.
- If you own a business, you will also be required to provide 2011 Business Income Estimates for each business.
- Provide year end documentation of TOTAL AMOUNTS received in 2011 for all Non-Taxable Income (welfare, food stamps, Social Security, housing assistance, unemployment, Workers' Compensation, etc.).
- Provide the value and amount still owed on your home.
- Provide the value and amount still owed on any investments, including real estate.

**Step Two** is to go to our website and fill out the application.

- Go to the website – [www.psas.org](http://www.psas.org)
- Click on the **Online Application Menu** button.
- Click the **Begin Your Application** button.
- Go to **New User** for the 2012-2013 academic year.
- Complete the **New User** section and click **next**.
- Enter the **School Authorization Code** that your school has given you and click **next**.
- Read the **Overview** screen and click **next**.
- You can now begin to complete the application.

**Note:** Each time you hit *next* on the screen, the application saves the information on that screen. You will not be able to go back to edit previous pages.



**Step Three** is to submit the Application Fee for your application. This must be completed online with a Debit or Credit Card.

- Payments via VISA, Master Card, or American Express are accepted
- All payment transactions are protected through the use of a secure server.
- Once payment has been submitted, the **Certification Page** will be displayed.
- Read the information on the page using the scroll bar to go to the bottom of the page.
- When you have scrolled to the bottom of the page, the **Print** button will appear. Use the **Print** button to print the page.

**Step Four** is to submit your application to PSAS for review by our staff.

The Online Certification Page and required documentation can be submitted in the following ways:

- Upload Center - Visit our Upload Center and submit the Online Certification Page and required documentation following the instructions provided in our Upload Center.
- Fax Submission - Fax the Online Certification Page and required documentation to our Online Application Department at: 1-440-892-8137.
- Mail - Mail the Online Certification Page and required documentation to:

Private School Aid Service  
Online Application Department  
909 Canterbury Rd. Suite P  
Westlake, OH 44145

**NOTE:** Your application will not be considered complete until all required documentation is received.

If you need to reprint the Certification Form, just log in as a **Returning User**, scroll to the bottom of the screen and click on the Certification Page button. If you need any help completing the form, you can contact our **Support Desk** at 440-892-4272 ext. 333, or e-mail us at [online@psas.org](mailto:online@psas.org).