

- 1) Student gets the below email to sign the verification document.
  - The **(Document Name)** will need to be completed via Adobe Sign in order to continue processing your financial aid (i.e. grants, need based scholarships, loans, and/or work study). The form can be accessed by clicking the Complete Action Item link. If this is your first time using Adobe Sign, you will need to set up an account first. If the form requires more than your signature, you will be prompted to add additional participants signatures (i.e. spouse or parent e-mail addresses) once you have completed your portion.
- 2) After the first person signs the form. They will get the below email. They must confirm their email address before the next participant is sent the form to sign it.

You don't often get email from [adobesign@adobesign.com](mailto:adobesign@adobesign.com). [Learn why this is important](#)



**LSU**  
Office of Financial Aid & Scholarships

**2023-2024 PARENT HOUSEHOLD STATEMENT**

Student Name: test LSU ID #: 123 123

Call for people in your responsible parent's household. Include the following:

- yourself
- your responsible parent(s) one of you should live with them. If your parent is deceased or unable, deceased or separated and deceased or separated, include only your responsible parent. If that person can't appear for an in-person household statement, if your responsible parent has contacted LSUSA with your parent and signature.
- your parent (the spouse, one of them, both, or no one present at all)
  - your parent will provide their full set of their signature files (i.e. .pdf) through Sign. It's OK if the address provided is a parent's personal address, please specify for Parent Contact List.
- address(es) that are different from the 2023-24 State Non-Filer application or household statement (report only the address used for the 2023-24 State Non-Filer application or household statement, not the household)
- other people (if they live with your parent, and your parent provides more than half of their support and will continue to do so) include their full set of their signature files (i.e. .pdf) through Sign. It's OK if your parent lives in a different country than you.

ADDITIONAL: include those who are responsible for you, based on federal rules (even if you are not on the 2023-24 State Non-Filer application or household statement), but do not include those who are not responsible for you.

When the return and sign of all household members, also write in the case of the college for the household member, including your parents, who will be attending college or participating in a program, you can get their ID number and write on the **Sign, Signer, or other ID number** column. [You can find your own ID number here.](#)

First name of household member	Age	Relationship to student	Home or college mailing address (2023-2024 address, you)	Address for household statement (2023-24 State Non-Filer)
test				

By signing this document, you certify that all information on this form is complete and correct. If you previously gave false or misleading information while completing your application, you may be asked to re-examine your application.

Public disclosure of information will be required. The next parent sign.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LSU | 1000 Lakeshore Drive | Baton Rouge, LA 70803-5400 | 225-389-2121 | [lsu.edu](http://lsu.edu)

Continuing State University - Parent (2023-24) - State Non-Filer

Thank you for signing 2023-2024 Parent Household Statement - VPHD. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of 2023-2024 Parent Household Statement - VPHD as a PDF.

LSU users - If have any questions or are experiencing any issues, please contact LSU IT Service Desk at [servicedesk@lsu.edu](mailto:servicedesk@lsu.edu) or 225-578-3375  
To ensure that you continue receiving our emails, please add [adobesign@adobesign.com](mailto:adobesign@adobesign.com) to your address book or safe list.

- 3) Once the email address is confirmed they will get the below message and the document will be sent to the additional signer(s).

Your e-signing of 2023-2024 Student Non Filer - VSNF has been verified. It has now been emailed to the additional signer(s) for their signature.

- 4) The additional signer(s) will receive the email from Adobe that says their signature requested.
- 5) Additional signer(s) will click review and sign.

- 6) Select signature then click to sign.
- 7) All signers will receive a copy of the completed form via email.