



CSM FEDERAL SCHOOL
CODE: 001181

Financial Aid/Scholarship Office
College Center, Building 10, Room 360
Phone: (650)574-6147
Website: <http://collegeofsanmateo.edu/finaid/>
Email: csmfinancialaid@smccd.edu

HOW TO CHECK UNSATISFIED REQUIREMENTS IN WEBSMART:

1. Log into <https://websmart.smccd.edu>
2. Under Financial Aid
 - a. Click "My Overall Status of Financial Aid"
3. Select Aid Year: "2019-2020 Aid Year"
4. Click Submit
5. Click "Student Requirements"
6. The required form(s)/item(s) are listed
7. Print and complete from(s) to turn into the Financial Aid Office along with the other required documents.

HOW TO CHECK FINANCIAL AID AWARD IN WEBSMART:

1. Log into <https://websmart.smccd.edu>
2. Under Financial Aid Tab
 - a. Click "My Award Information"
 - b. Click "Award By Aid Year" link
3. Select Aid Year: "2019-2020 Aid Year"
4. Click Submit
5. Click "Award Overview" tab

HOW TO GET FINANCIAL AID DISBURSEMENT:

*****AFTER YOU HAVE RECEIVED YOUR BANK MOBILE EMAIL NOTIFICATION*****

1. <https://collegeofsanmateo.edu/finaid/disbursement.asp>
2. Request a Personal Code
 - a. Visit refundselection.com
 - b. Click "Need a Code?"
 - c. Type in "San Mateo County Community College District" under School Name
 - d. Type in your G Number (including the G) under College ID Number
 - e. Type in your my.smccd.edu email address
 - f. GET PERSONAL CODE
3. Select Refund Preference Selection
 - a. Visit RefundSelection.com
 - b. Enter your Personal Code
 - c. Select how you'd like to receive your money (direct deposit or Bank Mobile debit card)

FINANCIAL AID FORMS:

<https://collegeofsanmateo.edu/forms/financial.asp>

Make sure student prints correct form based on academic year.

2019-2020 Forms are for Fall 2019, Spring 2020, and Summer 2020

2018-2019 Forms are for Fall 2018, Spring 2019, and Summer 2019

FSA ID / California Dream Actwww.fsaaid.ed.gov / www.dream.csac.ca.gov Student Parent

Email: _____

Username: _____

Password: _____

HOW TO CREATE FINANCIAL AID FSA ID:

1. Create an FSA ID at fsaid.ed.gov
2. Click on “Create an FSA ID”
3. Follow the directions and you’ll be able to use the FSA ID for the FAFSA:
 - a. Enter your log-in information.
 - Provide a unique username and a password.
 - b. Enter your personal and profile information.
 - Provide your name, date of birth, and Social Security number (SSN).
 - c. Enter your contact information.
 - Provide your email address and/or mobile phone number. Select the box if you would like to register your mobile phone to receive one-time secure codes if you forget your username or password. (You will be required to either provide your email address or to provide your mobile phone number and opt-in to messaging before you can proceed.)
 - Enter your mailing address.
 - Select your language preference.
 - d. For security purposes, complete the challenge questions and answers.
 - e. Confirm and verify your information.
 - Agree to the terms and conditions.
 - Verify your email address and/or mobile phone number. This verification allows you to retrieve your username or reset your password without answering your challenge questions. Also, you can use your mobile phone number or your email address as your username when logging in to ED online systems. FSA will also be able to notify you by email of changes to your account.

HOW TO USE IRS DATA RETRIEVAL TOOL (through FAFSA)

Submitting your FAFSA using the IRS Data Retrieval Tool allows you to transfer information directly from the IRS to your FAFSA and verify income. We strongly encourage you to select this option when you first file your FAFSA; after the IRS has your tax return; or, when subsequent corrections are made to your FAFSA.

1. Log into FAFSA at fafsa.gov
2. Go to the “Financial Information” section of the form
3. Click “**LINK TO IRS**” (for eligible students and parents)
4. If eligible to use the tool, you will be transferred to the IRS website. Click OK.
5. On the IRS website, you will be prompted to enter information as it appears on your tax return. (It is important you complete this section exactly as it appears on your tax return or your information may not match with IRS records and the data retrieval may not go through.)
6. Once the IRS has authenticated your identity, your IRS tax information will display.
7. **Check the box to “Transfer My Tax Information into the FAFSA.”**
8. After you have transferred your data, you will be returned to the FAFSA website to finish your application. Make sure not to change any of the financial data that was imported from the IRS website. Remember that both you and your parents (if applicable) will need to go through a separate authentication process when filling out the Financial Information sections of the FAFSA.