



# Completing Online Documents



E-SAS is the Electronic Student Aid System and is the one stop financial aid portal for all Lynn University students. E-SAS allows students to view what scholarships, grants or student loans they may be eligible to receive. It also provides students with direct links to all those documents that may be needed in order for the individual financial aid awards to process. A lot of these documents can be completed online.

**Step 1.** The first step to accessing your E-SAS account is to log in to myLynn. Once logged in to myLynn, the Student Finances tab should be selected. From here "My ESAS" will appear on the column on the left hand side of the page. This option should be selected.



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### Student Finances

Main

Documents and Forms

My Account

My ESAS

Health Insurance

International Students

1098T Tax Forms

Student Employment

Three Year Program

## Student Finances

### Student Financial Services



**Step 2.** Once "My ESAS" has been selected, you will be brought to a new ESAS page. On this page you can select "Go to my ESAS".



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**Student Finances**

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- Three Year Program

## My ESAS

### Electronic Student Aid System (ESAS)

Electronic Student Award System (E-SAS) is a portal to your Financial Aid information and your required Financial Documents.

[Go to myESAS](#)

**Step 3.** The ESAS page will have information and announcements on the main ESAS page. The Menu option can be selected to access your personalized information and financial aid award package.

**Menu**

You are currently logged in as:  [Log Out](#) [Help](#)

**Current Award Year:**

# LYNN UNIVERSITY

Office of Student Financial Services

## Welcome

Welcome to Lynn!

Most of the information below pertains to domestic students (U.S. citizens or eligible non-citizens) only. **International students (F1 or other visa holders) are not eligible to complete the Free Application for Federal Student Aid (FAFSA) or apply for federal and/or state aid.**

International students can proceed directly to My Awards from the Menu to view their institutional award.

- **Verification:** We utilize an outside company, KHEAA Verify, to complete student verifications. Please open and read e-mails you receive from [Verification@Kheaa.com](mailto:Verification@Kheaa.com)
- The 2018-2019 PLUS Application is available now. Parents of undergraduate students can apply online at [www.studentloans.gov](http://www.studentloans.gov).
- **Florida Residents:** The award previously known as the Florida Resident Access Grant (FRAG) has been renamed for the 2018-19 academic year. The new name is Effective Access to Student Education Grant (EASE). Undergraduate students who meet the residency and renewal criteria will see FL EASE on their 2018-19 award letter.
- All students are encouraged to read the Financial Aid Handbook; the handbook is available online at <http://www.lynn.edu/admissions/tuition-and-aid/financial-aid-handbooks>. There are separate handbooks for day and evening students.

**March 1 – Priority Date**

You must have a COMPLETE file by March 1 in order to be considered for all types of available aid through Lynn University. Files completed after the March 1 priority date will be considered on a funds available basis.

Please check back often to review your status and documents. Once a processed FAFSA is received, additional documents may be required.

**Students must apply for financial aid EVERY year.**

**Form Submission Requirement:** Lynn University has established a priority date of March 1 each year. This is the date that students (both incoming and returning) should have all forms to the financial aid office. If you meet this date, you will receive consideration for all grants, loans, scholarships and work programs, based on your eligibility.

**What if I miss the March 1 submission date?**

Funds at Lynn University are limited. If any of your required paperwork is not received on or prior to the priority date, your application will be considered on a funds available basis. Consequently, funds may be exhausted and additional monies may not be available. This applies to all types of aid, including Lynn University scholarships and grants.

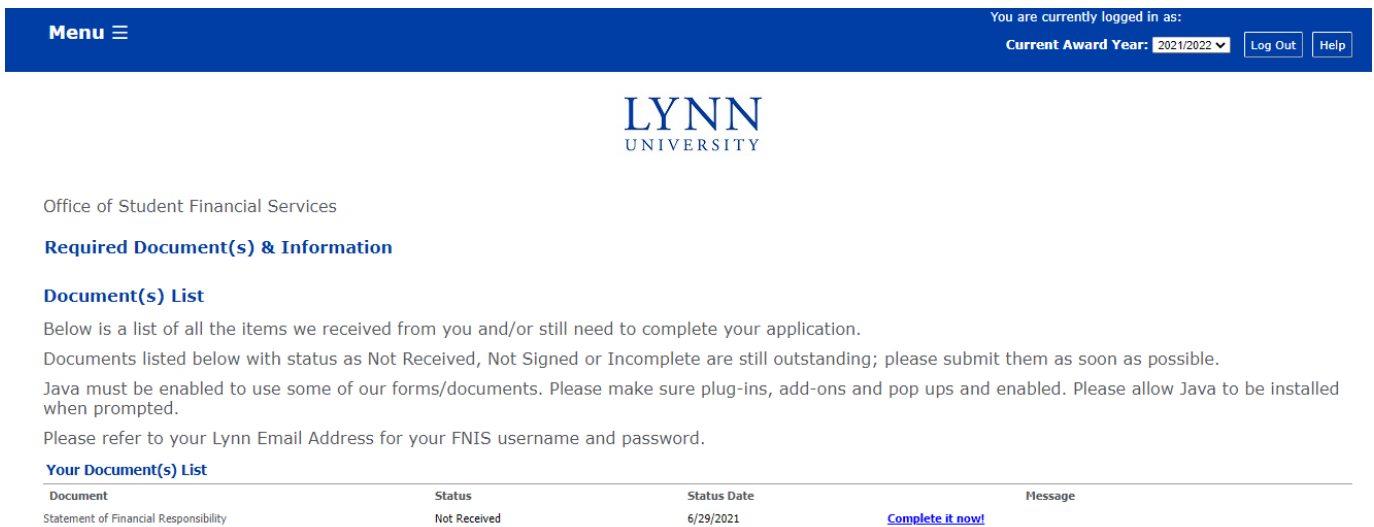
If you have any questions regarding the financial aid process, please visit us at [www.lynn.edu/financialaid](http://www.lynn.edu/financialaid) or contact us at [studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu) or 800-578-9737 or 561-237-7186.

Step 4. Once the Menu option has been clicked, the "Required Document(s) & Information" can be selected.



Office of Student Financial Services

Step 5. You now have the option to complete those documents with a status of "Not Received" by selecting "Complete it now"



Office of Student Financial Services

**Required Document(s) & Information**

**Document(s) List**

Below is a list of all the items we received from you and/or still need to complete your application. Documents listed below with status as Not Received, Not Signed or Incomplete are still outstanding; please submit them as soon as possible. Java must be enabled to use some of our forms/documents. Please make sure plug-ins, add-ons and pop ups and enabled. Please allow Java to be installed when prompted. Please refer to your Lynn Email Address for your FNIS username and password.

**Your Document(s) List**

Document	Status	Status Date	Message
Statement of Financial Responsibility	Not Received	6/29/2021	<a href="#">Complete it now!</a>