



# Completing the Statement of Financial Responsibility



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. The Statement of Financial Responsibility is one of these forms.

**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"



Home / Student Finances / My ESAS / Free-form Content

**Student Finances**

- Main
- Documents and Forms
- My Account
- My ESAS
- Health Insurance
- International Students
- 1098T Tax Forms
- Student Employment
- 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: Current Award Year: 2023/2024 [Log Out](#) [Help](#)

**LYNN**  
UNIVERSITY

Office of Student Financial Services

**Welcome**  
Welcome to Lynn!

The Electronic Student Award System or **ESAS** is a portal to your financial information and your required documents. This virtual extension of SFS office allows you to **Submit your Required Documents** and **View your Financial Aid Awards**.

Navigate ESAS with the **Menu Icon** on the top left-hand corner, select the icon and find a list of the tabs on ESAS that pertain to you.

Here's some of what you'll find on the ESAS tabs:

- **Home:** The landing page for all students, please begin by selecting the menu icon and selecting a tab.
- **Required Documents:** This page allows you to submit your required documents.
- **Financial Aid Awards:** This page contains a list of the funds you have been awarded for the upcoming academic year.
- **Payment Options:** This page contains information about payment options and methods.
- **Glossary:** This page contains a list of terms and supplemental information to help you navigate your financial aid journey.

**Financial Aid Handbooks:** All students should read the [Financial Aid Handbook](#) for their division for pertinent information regarding the awards, renewal requirements, and policies.

**Undergraduate Day Students** - if this is your first year at Lynn, check the Estimated Financial Summary to review your estimated aid and charges.

**International Students (F1 or other Visa holders)** are not eligible to complete the Free Application for Federal Aid (FAFSA) or apply for Federal and/or State aid and can proceed directly to the Financial Awards page and required documents.

**2023/2024**

**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 561-237-7185.

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

The screenshot shows a dark blue navigation bar at the top with a close button (X) on the left and user information on the right: "You are currently logged in as:" followed by a dropdown for "Current Award Year:" and "Log Out" and "Help" buttons. Below the bar is a sidebar menu with three items: "Home" (light blue), "Required Document(s) & Information" (dark blue and highlighted), and "Online Documents" (dark blue). To the right of the menu is the Lynn University logo and the text "Office of Student Financial Services".

Step 5. You now have the option to complete the "Statement of Financial Responsibility".

The screenshot shows the "Required Document(s) & Information" page. At the top is a dark blue navigation bar with a "Menu" button (hamburger icon) on the left and user information on the right: "You are currently logged in as:" followed by a dropdown for "Current Award Year:" and "Log Out" and "Help" buttons. Below the bar is the Lynn University logo and the text "Office of Student Financial Services". The main content area has the heading "Required Document(s) & Information" and a sub-heading "Document(s) List". Below this is a paragraph: "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 are enabled. Please allow Java to be installed when prompted. Please refer to your Lynn Email Address for your FNIS username and password." Below the paragraph is a sub-heading "Your Document(s) List" followed by a table.

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