



E-App Ability to Benefit



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Disclaimer

Alicia is providing this information as an individual, not as an official representative of Edmonds College or its Financial Aid department.

These notes are my best efforts & personal input! While Alicia strives for accuracy, this should not be considered formal advice for your federal aid application.

Please feel free to reach out to alicia.mallahan@edmonds.edu if you have any questions about this resource or have recommend edits.

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Oddities of the E-App

- The E-App used to be about 10 pages; it is now 52 (when printed).
- The numbering doesn't match up with the sections.
 - For example, Step 2 is Section A.

Highlight - Significant Areas

- 2. General Information
 - You must have your college's Employer ID Number
- 4. Owners, Officials & Administrators
 - You must provide the full names (including middle names), email addresses for your CEO, President, COO, CIO, CFO, and all Board of Trustees members.

Highlight - Significant Areas

- 5. Locations - Edit Additional Location - Oversight Entity
 - You must provide the full name (including middle name) for your Department of Corrections representative, and their email address and phone number.
- 8. Ability to Benefit
 - There is only one document type you can add for Ability to Benefit.

Highlight - Significant Areas

- 9. Administrative Capability
 - There are numerous *optional* statements about whether your school is maintaining administrative capability. Alicia assumes you would either answer all, or skip all.
- 12. Upload Documents
 - There are multiple locations where you can upload documents. We recommend uploading at the end, but you can choose to upload in each section or at the end. There is no difference in how the application appears.
 - Descriptions of uploaded documents cannot be lowercase only.
 - Descriptions of uploaded documents cannot be edited after uploading.

Good to Know

- Press “**Save Draft**” often!
 - If there are no errors on the page, you can keep your entered data and return to add more later.
- Missing Data
 - For example: saying you have a Board of Trustees, but not including their contact information will **not** allow you to proceed.
 - If you want to proceed, you must either say you have no Board of Trustees and correct the info later, OR provide all required information.

Log in to FSA partners

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Log In

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TITLE IV PROGRAM ELIGIBILITY ▾


PARTNER CONNECT SERVICES ▾

FSA PARTNER CONNECT

ABOUT FSA PARTNER CONNECT

FSA Partner Connect is for individuals involved in the administration of Title IV financial aid for postsecondary education. Explore policy and guidance in the Knowledge Center, access helpful tools, find training announcements, or link to other Federal Student Aid websites to manage Title IV program eligibility and complete aid administration tasks.

Log In

If you are a student or a parent, please visit [StudentAid.gov](https://studentaid.gov) 

E-App Access on FSA



Get Started

Application to Participate in the Federal Student Financial Aid Programs (E-App)

Postsecondary institutions must complete and submit an Eligibility application to be approved to participate in the Federal Student Financial Aid Programs. Institutions must submit this application:

- to be initially certified
- to be approved following a change of ownership or structure
- to be recertified to continue participation
- to have eligibility reinstated
- to be designated as an eligible non-participating institution
- to update/report information.

Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, report a third-party servicer, Federal School Code Assignment change or update to Eligibility and Oversight Administrator.

[Get Started](#)

1. Reason for Submitting

☒ Update/Report Information

Update/Report Information is a request to update/report required information on the institution's eligibility application. Select all purposes that you wish to update/report information. If the purpose for your application is not one of those described, select other purpose. Please provide your other purpose.

What Section(s) will you be updating?

*

Select one or more purposes from the list below. If your purpose is not listed, select Other Purpose and provide a description.

Other Purpose



Ability to Benefit Participation

4. Officials of the Institution - Info Required

Required to provide the following info for the CEO, President, CFO, FA Director, Chief Information Officer, and Chief Operating Officer (COO):

1. Full Name (**including middle initial/s***)
2. When they started their role
3. Business's Physical Address
4. Email Address
5. Phone Number

* Edmonds College used "NMN" for No Middle Name if the information wasn't easily accessible. We do not necessarily advise doing that, but no directions are available.

4. Officials of the Institution






Section D. Officials of the Institution

1. Provide information below about each official at your institution.

You must identify individuals in the following roles : Chief Executive Officer; President/Chancellor; Chief Financial Officer, Financial Aid Director; Chief Information Officer; and Chief Operating Officer.

Select "Add New" to add a new official at your institution. To edit information about an official select the pencil icon.

+ Add New

▼ Role	Name	Job Title	Role Effective Date	Role End Date
> Chief Information Officer		Chief Information Officer	7/25/2024	 
> Chief Executive Officer	Dr Amit B Singh	President	1/1/2024	 
> Financial Aid Director	Ms Alicia Mallahan	Executive Director of Financial Aid Services	3/8/2023	

4. Officials of the Institution - Person with 2+ Roles

Section D. Officials of the Institution - Edit Official

1. Select the role(s) that this individual performs at your institution *

Chief Executive Officer

☐

Check here if this is the same person as your: Chief Executive Officer, President/Chancellor, Chief Financial Officer, Financial Aid Director, Chief Information Officer, Chief Operating Officer *-optional*

8. Ability to Benefit

Note this is not about offering Ability to Benefit at all, but if you use the *test*.

For Edmonds College, the answer is No.

Section K. Ability to Benefit

1. Do you use an ability to benefit test for students who do not have a high school diploma or its recognized equivalent? *

☐ Yes

☒ No

8. Ability to Benefit - Yes to Testing

Select the ability to benefit test(s) administered. Contact FSA if your ability to benefit test is not identified in this list. *

Select

- ☐ Combined English Language Skills Assessment (CELSA), Forms 1 and 2.
- ☐ ACCUPLACER Computer-adaptive tests (Reading Test, Writing Test, and Arithmetic Test)
- ☐ COMPANION ACCUPLACER Forms J and K (Reading Test, Writing Test, and Arithmetic Test)
- ☐ Texas Success Initiative (TSI) Assessment Computer-adaptive tests (Reading Placement Test, Writing Placement Test, and Arithmetic Placement Test)
- ☐ COMPANION TSI Forms T and V (Reading Placement Test, Writing Placement Test, and Arithmetic Placement Test)
- ☐ Completing at least six credit hours, or the equivalent coursework (225 clock hours), that are applicable toward a degree or certificate offered by the institution
- ☐ Completing a State process approved by the Secretary

8. Ability to Benefit - Test Administrators

If you offer Ability to Benefit with the testing option, you *can* provide information about your test administrators.

8. Ability to Benefit

For Edmonds College, the answer is Yes!

Section K. Ability to Benefit

2. Do you admit and enroll students through an eligible career pathway program? *

☒ Yes

☐ No

8. Ability to Benefit - Additional Information

This is not required. Nicole may have feedback.

Section K. Ability to Benefit - Additional Information

Use this area to provide information about any unusual circumstances or to provide additional explanations about questions you answered in this section. *-optional*

Enter explanation here

9. Optional - Administrative Capability Checks & Balances Statement

There are multiple *optional* statements about Administrative Capability. Example:

Section L. Administrative Capability

1. Do you have a system of internal checks and balances for administering federal student financial aid that meets federal regulations? See 34 CFR 668.16 -*optional*

☒ Yes


☐ No

12 Upload Documents

Section P: Upload Documents

You must upload the documents listed below to successfully submit your application or provide an explanation for why the document is missing. To provide an explanation click the "+ new" button and select the Document Type you cannot provide, then indicate you cannot provide the document and use the description text box to explain why.

Once the document is uploaded, the document will display in the table below. Please contact Federal Student Aid if you have any issues uploading documents.

Select **+ Add New** to add a new document,  Download Icon to download a document, and  Delete Icon to delete a document.

+ Add New

Document Type	Description	File Name	Upload Date	Uploaded By	File Size	File Type	Download	Delete
No Files Added								

12. Upload Documents - Add

Documentation Upload

Select the Document Type you are uploading from the dropdown and then select the Upload Files button. If the document you need to upload is not listed, select the 'other' option for the applicable section. If this document is available on your website, you may also provide the URL for this document. Please indicate if the document contains PII or Proprietary Information.

* Document Type

--None--

Select Document

 Upload Files Or drop files

Document Weblink

Enter URL

Description *

Maximum 255 characters

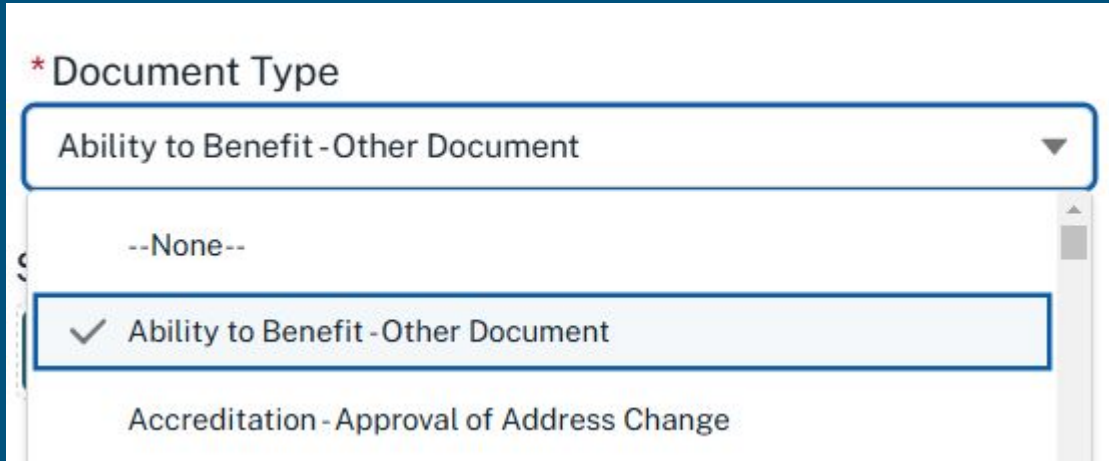
☐ Contains Personally Identifiable Information (PII) 

☐ Contains Proprietary Information

☐ Document not available for upload

Upload Documents - Type

Select the only Type Related to ATB: Document Type,
Ability to Benefit - Other Document



A screenshot of a web form titled "* Document Type". The form contains a dropdown menu with the following options: "Ability to Benefit -Other Document" (selected), "--None--", "✓ Ability to Benefit -Other Document", and "Accreditation -Approval of Address Change". The selected option is highlighted with a blue border and a checkmark icon.

Upload Document - Description

Description is Required.
Nicole may have suggestions
for this.

Maximum of 255 characters

Check if your file includes PII,
Proprietary Information, or is
not available to upload.

Description *

Maximum 255 characters

☐

Contains Personally Identifiable Information (PII) ⓘ

☐



Contains Proprietary Information

☐

Document not available for upload



Upload Document - Success!

This is what a successfully uploaded document should look like.

Select **+ Add New** to add a new document,  Download Icon to download a document, and  Delete Icon to delete a document.

+ Add New

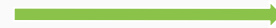
Document Type	Description	File Name	Upload Date	Uploaded By	File Size	File Type	Download	Delete
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Ability to B...	This is an ex...		11/13/20...	Alicia M...		NONE		
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View Draft

Before sharing with your President, View Draft E-App to confirm correctness.

Lynnwood, WA Application Purpose: Update



[View Draft E-App](#)

Questions?

Contact Nicole Daughtry about ATB,
or Alicia Mallahan about these slides

