How to Access the Professional Judgement EFC Appeal Form
(Special Circumstances Form)

1. Go to GeorgiaSouthern.VerifyMyFafsa.com

2. You will need to log in using your MyGS username and password.
   a. If this is your first time accessing the verification software, you will need to create your account. The information entered must match the information on the FAFSA exactly.

3. Click on
   
   ![Request Button](Image)

4. Choose Family Contribution Appeal by clicking the green + for the correct academic year.
   - 2017-2018 will be for Fall 2017/Spring 2018/Summer 2018
   - 2018-2019 will be for Fall 2018/Spring 2019/Summer 2019

5. Once you choose the appeal type, you will be required enter why you are appealing in the “Please explain your reason for this request” box. Then click Submit.

6. Click on the tab with the Red Circle 1

7. Click on PJ Expected Family Contribution (EFC) Appeal

8. Click
   
   ![Fill Out Button](Image)

9. Read the instructions then click
   
   ![Continue Button](Image)
10. Make sure your Demographics are correct then click Continue

11. Choose the reason for your appeal, then click continue

12. Complete the Appeal form electronically, making sure to select

   - I will provide supporting 3rd party documentation.

13. Review & Sign your form electronically then click E-Sign

14. A box will pop up, Click “OK”

   Success

   You have successfully E-Signed your document, and it has been automatically uploaded into our system.

   Based on the answers you provided, you must upload the following documents:
   - Third Party Documentation 1

   You will now be redirected back to your current tasks.
15. Click “Upload” to Upload Third Party Documentation, attach your supporting documentation

16. Make sure the document is clear and easy to read in the Document preview section, then click “Use”. Continue to add all pages to support your appeal. Once all pages are uploaded, click “No” when asked if you would like to add another page.

17. Then click “Submit”

18. You will then need to click “FINISH” on the home screen in order for your request to be sent to our office.