Required Quality Assurance/Verification documents will ONLY be available electronically in your my.fiu.edu account.

**********Follow the instructions below to complete the Proof of Child Support Paid**********

**Step 1:** Login to my.fiu.edu and click on the Campus Solutions Self Service link on the left hand side.

**Step 2:** Click on the Student Center link.
The following page will load and will display the items listed in the “To Do List” that are associated with Quality Assurance/Verification.

**Step 3:** Click on the link for **Proof of Child Support Paid**.
The following page will load and display a general description of the form you are required to submit. Click on OK to continue.

About this Checklist

**CHILDS = Proof of Child Support Paid**

Proof of Child Support Paid is required to assess the accuracy of information you provided on the FASFA application. To complete the required form:

1. Click on OK
2. Complete all sections of the form and click on the submit form button to submit online
3. Print the form and fax to 305-348-0335.

Financial Aid Funds WILL NOT be disbursed until the requested information has been received and evaluated.

[Images of form]

**Step 4:** To add an attachment, click on the attachment button. If you choose NOT to submit online, skip to Step 9.
**Step 5:** A new dialog box will pop up. Click on the **Add** button to add an attachment.

![Add Attachment Dialog Box]

**Step 6:** Select the file to attach and Click on the **attach** button.

![Attach File Dialog Box]

The box will change to display the document you have attached. If you have more than one document to attach, repeat Step 5 to add another attachment. When you are done attaching all documents click on the **OK** button.

![Attached Documents]

The quantity of documents you have attached will be displayed at the bottom of the form.
Step 7: Click on the Submit Form to complete your form submission. A confirmation email will be sent once your submission has been received.

Step 8: Once you’re done attaching your documents, click on the Submit Form to complete the form submission. A confirmation email will be sent to your FIU email account confirming your submission has been received.

Step 9: PRINT the form and fax with ALL required documents to 305-348-0333. Fax machines are available at the Financial Aid Office in MMC, PC 125.