Welcome to Northeastern Illinois University!

Students can check their financial aid status, awards, billing information and academic progress through their NEIUport account (http://neiuport.neiu.edu).

Here are the steps and a visual of how to say ‘yes’ you understand the terms of the new Verification Document Requirements.

- FIRST make sure the Financial Aid Office is requesting this authorization from you. To do this, check the Financial Aid Requirements on NEIUport and verify that there is a red flag next to Verification Terms Agreement.
- Once you have seen the red flag asking for the Authorization, check on ‘Financial Aid Awards’ for the 2015-2016 award year, this should take you to another screen with multiple tabs.
- The first tab you see is that of General Information, click on the tab that reads ‘Resources/Additional Information’ and you will find a series of questions:
  - Anticipated enrollment for all three terms of the 2015-2016 award year
  - Anticipated graduation date
  - ‘Verification Terms Agreement’ - ‘click yes’
- Click the ‘Submit’ button.
- If you are unable to click ‘Submit’ or answer the question, please provide our office with a written authorization statement containing your signature and today’s date. A print out of NEIUport with the authorization question is acceptable as long as your signature is included.
- Once our office has reviewed your answer ‘yes’ the ‘Verification Terms Agreement’ will now appear with a green check mark under ‘Financial Aid Requirements’.

[Diagram of NEIUport interface with highlighted elements]

I understand that if I am selected for verification, I can use IRS data retrieval at www.fafsa.gov. If I am not eligible to use data retrieval, I will provide the Financial Aid Office with an IRS Tax transcript and W2 form(s). I understand that the Financial Aid Office can no longer accept copies of tax returns.