



HOW TO REQUEST A SAI APPEAL

STEP 1

Begin by visiting DMACC.STUDENTFORMS.COM

STEP 2

Sign in using your DMACC email address (include the “@dmacc.edu”) and your password.

If this is the first time you’ve accessed this page, you will be asked to confirm your name, date of birth, and social security number. These items must match what you reported on your FAFSA. (no line around this text box)

Secure Login

Username
|
Username is required. [Forgot Username?](#)

Password
|
Forgot Password?

Login

Create Account

By using the site, you agree to the [Terms of Use](#).

STEP 3

Select the “Manage Requests’ button in the upper right-hand corner

Manage Requests

STEP 4

Select the blue plus sign for the Aid Year you want to submit an appeal for:

Manage Requests

You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2024-2025	2023-2024
SAP Appeal	+	+
Professional Judgment: Unusual Circumstance Appeal	+	+
Professional Judgment: Special Circumstance - EFC/SAI Appeal	+	+

STEP 5

Briefly outline the reason you are requesting the appeal in the box provide and select “Submit.”

Please explain your reason for this request.

My parent lost their job.

Characters left: 230/255

Submit

Go Back

STEP 6

Click Ok

Success

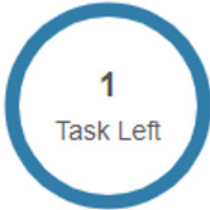
Your request has been successfully created!

Ok

STEP 7

Click on the tile that needs Action

Needs Action



2024-2025 Professional Judgment: ...

Status: Collecting Documents


● Needs Action	1
● Submitted	0

STEP 8


Click on the arrow to expand the PJ Unusual Circumstance task-EFC/SAI Appeal. Click on the Fill Out button. Read all of the directions provided and complete the form as instructed.

▼ PJ Unusual Circumstance Appeal

To continue with your Professional Judgment (PJ) Unusual Circumstance appeal you must complete the PJ Unusual Circumstance Appeal web form.

 I cannot provide my parent's information.

Appeal Status: Open

PJ Unusual Circumstance Appeal Web Form 

STEP 9

When you are asked for your signed statement (where you type in the box provided), you will have the opportunity to also indicate that you will provide supporting documentation. **Supporting documentation is required as outlined in the instructions on the electronic form. You must check the box.**

My parent lost their job.

Required: Enter your statement...

I will provide supporting documentation.

STEP 10

When completing the electronic form, you will be asked for your e-signature. Your e-sign password is the same password you used to access the electronic forms page

Student's Signature _____ Date _____


Spouse's Signature (optional) _____ Date _____

* E-Sign Password 

Opt out of E-Sign NO

STEP 11

When you have signed the electronic form, 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:

- Supporting Third Party Documentation 1

You will now be redirected back to your current tasks.



STEP 12

You will be returned to the task page where you will see the requirement to upload supporting documentation. You may upload documents you have saved on your computer or you may upload clear photographs of documents you have taken. The documents you must provide are outlined on the electronic appeal form.

If you do not have supporting documents to upload, please upload a signed statement stating that you do not have supporting documents.

○ Upload Supporting Documentation ⓘ

↑ Upload

STEP 13

Once you have uploaded your supporting documentation, select the Submit button and then the blue Finish button.

Submit

Finish

The review process can take one to two weeks to complete depending on the receipt of a completed electronic appeal, requests for additional information, and the time of year the application is submitted. When our office receives the application, a Financial Aid Advisor will review the appeal. Students will be notified via email if any additional information or clarification is needed. Student will also be notified via email the decision of their appeal.



DMACC