

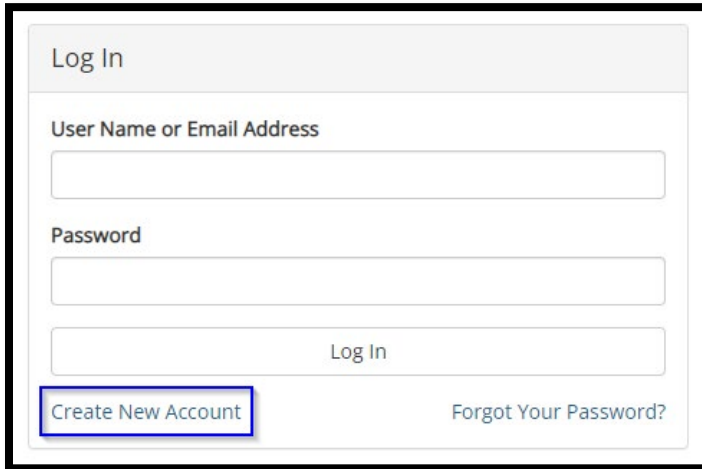
HOW TO CREATE A DYNAMIC FORMS ACCOUNT

Dynamic Forms is a document submission portal that will be used to submit all documents to Student Financial Services. Using the Dynamic Forms portal, the signing and submission of all documents must be done electronically providing a more secure and concise way to navigate the financial aid process.

The steps below are for **new Belmont students and all (current and new) Belmont parents**. Current students will log into Dynamic Forms with their MyBelmont username and password. If you're a dependent student, both parent and student need their own account.

Creating your Dynamic Forms Account: <https://dynamicforms.ngwebsolutions.com/>

1. Select 'Create New Account'



Log In

User Name or Email Address

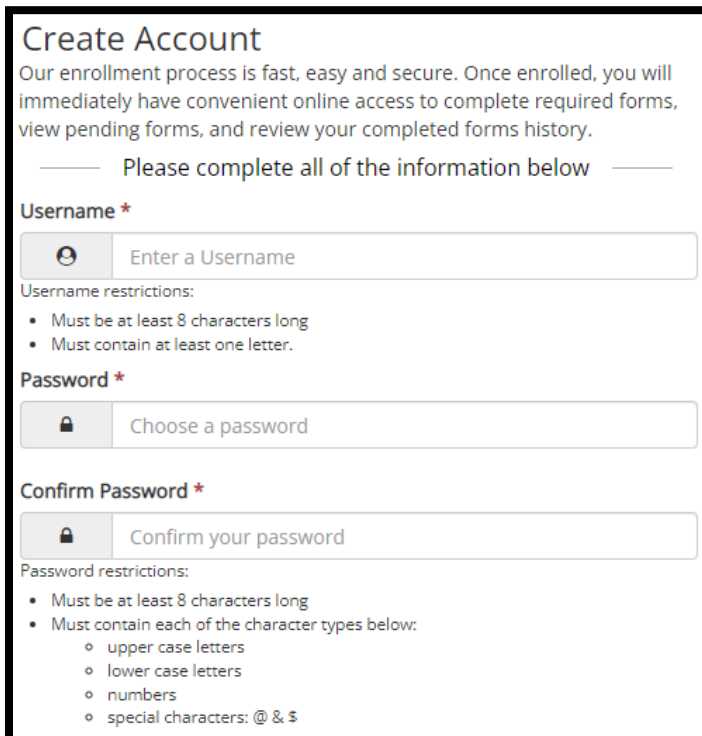
Password

Log In

Create New Account

Forgot Your Password?

2. Enter all the information requested on the 'Create Account' page and then select 'Create Account'



Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

— Please complete all of the information below —

Username *

Enter a Username

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password *

Choose a password

Confirm Password *

Confirm your password

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

First Name *

Last Name *

Email Address *

Confirm Email Address *

Secret Question *

Secret Question Answer *

3. An email will be sent from *notify@ngwebsolutions.com* to the email account you specified

Verify your email


We sent an email to your inbox

Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

4. Click on the 'Confirm Email' link in the email to complete your account registration

Confirm your email

 **notify@ngwebsolutions.com**
to:

Hello Thank you for creating a Dynamic Forms account!

In order to complete your account registration, you must confirm your email by visiting the link below:

5. Your account is now activated

Account Activated

Congratulations, you have successfully confirmed your email and activated your account.

[Log in to Dynamic Forms](#)

6. You may log into your Dynamic Forms account directly on that page or in the future at the following link:
<https://dynamicforms.ngwebsolutions.com/>