E-FORMAT Registration and Application Instructions

1. First step to registering for E-FORMAT is to select the “New User Registration” link

2. Next you need to pick whether you’re a parent or student registering
Then fill out the information:

![New User Registration](image1)

Create a username, password and security question:

![Log In Information](image2)
3. Now you will use the username and password you just created to sign in to SDMS to begin the application process.

   User Name:  jsmith  New User Registration
   Password:  ************  Password Recovery
   Log In

4. Once you’re logged in, the screen will look like this below:

   The first thing you will want to do is, update your contact info, and you do this by clicking the “Contact Info” button and then filling out all of the info it asks for.
You can also add students if you have multiple students in your family that need added to your applications.

Once all of your students and contact info is updated, you can then begin the application process by clicking the “FORMAT” button

5. Once you hit the “FORMAT” button, it will ask you if you want to start a new application.
Click on “continue” and then on the next screen it will list the students you have and ask you which ones you would like to include in your application.

Next it will ask to add other “Members” such as other guardians to the application if you have any. If you don’t, just click “Next”
On the next screen, it will ask you questions about each student and each member on the application. You MUST answer or select an option for each question or it will not let you proceed.

Once you finish with these questions click the “Finish” button. You will then be directed to a screen with information regarding the application, after you’ve read through the statement, press “continue” in the bottom left.
The next screen is instructions for your application. After you read through these, press continue at the bottom left.

This application is not signed.

This next screen will list all of the students on the application, and at this time you can press the pencil at the end on the left to edit any information about that student.

When you’re happy with the information about each student, press continue on the bottom left of the screen.
This next screen lets you edit info about family members and guardians that are also on the application. You can also add application members by selecting the “+” button.

Below is how you add a member to the application, when you are finished entering the info, make sure to hit the “Insert” Button

You can now see all members listed once you add a new member
Now is where you sign your application.

Enter the last 4 digits of your Social Security number and then you will need to enter your SDMS password again at the bottom and then press “Sign Application”

Once your application is signed, you will get a confirmation and the ability to download and print your determination letter

At this point, you are finished and can log out.