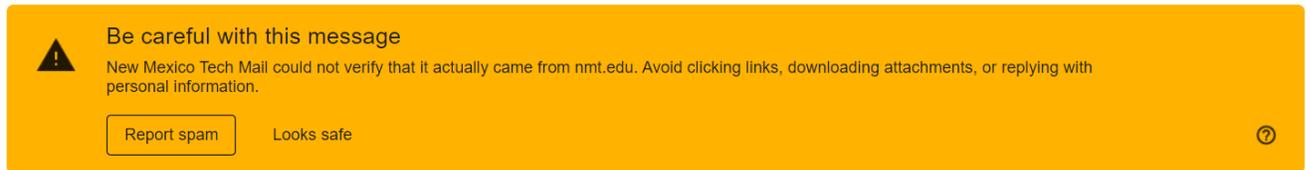


## Domestic Education Assistance Funds (DEAF) Form (Approver Instructions)

1. The Domestic Education Assistance Funds (DEAF) Form is initiated by the office originating the award. After the originating office and the student have completed their sections, the form is routed for each additional approval. As an approver, you will receive an email with a link to log into Dynamic Forms. Please be advised that this email is safe and you can continue to proceed with the request. The email will look similar to this:



Annette Kaus has submitted an Domestic Education Assistance Funds (DEAF) which requires your approval.

Please follow the link below to continue processing of this request:  
[Click here to complete your section of the form.](#)

2. After clicking on the link in the email, you will be taken to the Dynamic Forms login page. If it is your first time using Dynamic Forms, create a new account using your NMT email address as your username (i.e. [firstname.lastname@student.nmt.edu](#)). Please see the [Dynamic Forms Account Creation](#) instructions for more information.

If you already have an account, log in.

3. Review the information in the form just as you would a paper document. Complete any necessary fields.

4. Electronically sign and date. Scroll down to the bottom of the form and select submit form.

Save Progress

Return for Revision

Submit Form

5. The form will continue to be routed for each additional approval.