

PSLF Employer Certification Instructions

To certify your employment for Public Service Loan Forgiveness, follow these steps:

- Login to [Studentaid.gov](https://studentaid.gov) and hover over the loan forgiveness drop-down. Select Public Service Loan Forgiveness (PSLF) and start the PSLF Help Tool.
- Confirm your employment start and end dates (your GME contract start and end date) in MM/DD/YYYY format for all eligible employers (501c3/nonprofit or government). You can enter for previous qualified employment (if applicable) dating as far back as Oct 1, 2007.
- CAHC's EIN # is 51-0173264.
- Email form for authorized signature to cahcgroupp@uchc.edu.
- Complete the online PSLF Help Tool.
- Check the authorization box and select "Continue" after completing your PSLF form using the PSLF Help Tool.
- Add the email address for the authorizing official(s) at your employer(s) and track the status via studentaid.gov.
- Inform the authorizing official to expect an email from the U.S. Department of Education's Office of Federal Student Aid (dse_NA4@docusign.net).