Instructions on how to complete the TAP application directly via the HESC website.

**STEP 1:** Visit the website [https://www.hesc.ny.gov/](https://www.hesc.ny.gov/)

**STEP 2:** Click on the Student Access tab

![HESC website screenshot](Image)

**STEP 3:** Click on the Review My NYS Financial Aid Information link

Before you can review your account, you need to authenticate your identity using your HescPIN User ID and PIN. You need to do this only once, when you first access any of the functions below. If you do not already have a HescPIN User ID and PIN, you will be prompted to create one.

Please select from the Student or Parent Account menu to begin.

**Student or Parent Account**

- Change HESC PIN Account/Email address
- **Review My NYS Financial Aid Information**
- Update College Information
- Request an Application for Student Aid
- View Get on Your Feet Loan Program information
- View Loan Forgiveness Status
- View FFEL Loan History
- View NYHELPs Loan Status
- Make Credit Card Default Loan Payment
STEP 4: First Time users must click on the link to create an account. Returning students enter the requested information then click on enter. If you forgot the user id or pin, click on the link to retrieve the information.

STEP 5: Review your information and check the confirm box and then continue.

To view, update, or cancel your HESCPIN account, use the "My Account" menu above.
STEP 6: Click on the NEW York State Student Aid Payment Application link

Review My NYS Financial Aid Information

Please note that, due to the COVID-19 virus public health emergency, the processing of applications and documentation and responses to emails and requests may be delayed while we work to resume normal operations.

HESC records indicate that you have information to view for the following programs:

<table>
<thead>
<tr>
<th>Tuition Assistance Program (TAP)</th>
<th>Last activity: 05/29/2020</th>
<th>Details</th>
</tr>
</thead>
</table>

Payment Summary

<table>
<thead>
<tr>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-21</td>
</tr>
<tr>
<td>2019-20</td>
</tr>
<tr>
<td>2018-19</td>
</tr>
</tbody>
</table>

To receive your NYS financial aid payments, you must complete the New York State Student Aid Payment Application each year. Recipients of the Excelsior Scholarship and Enhanced Tuition Awards must also complete the Free Application for Federal Student Aid (FAFSA) annually.

The deadline for submitting these forms is June 30 of the academic school year for which you are seeking payment; please note, however, your college may bill you for these amounts while the forms remain unsubmitted.
STEP 7: click on the click here link. It will prompt the student to sign in again.

STEP 8: Reenter the requested information then click enter.
STEP 9: Choose the aid year that you need to complete then click on next.

STEP 10: Follow the instructions on the application. The student and/or parent will need the state taxes if applicable to complete the application. Once the application is complete, you will review your responses to the questions. Then submit the application.

**NOTE:** If the student is having problems with completing the application, then can review the Frequently Asked Questions on the HESC website. Or they can contact HESC directly via their Contact HESC webform. Please note that due to the COVID-19 virus public health emergency, the processing of applications and documentation and responses to emails and requests may be delayed while we work to resume normal operations.