A GUIDE TO MY AMERI-CORPS
In my AmeriCorps, you can.....

- Search AmeriCorps program opportunities, create an AmeriCorps application, and apply for positions
- Manage your education award
- Request Forbearance on Student Loans
- Create interest payment requests
- Create education award payment requests
- Generate a service letter or a tax statement
Enter my.americorps.gov in your web browser.

Log in with your username and password, or click the link Apply to Serve at the bottom to register for a new account.

If you are a current or former member, click on Register to Create a New Member/Alum Account.
Clicking on Apply to Serve will bring you to this page, where you can create a profile. Once you complete the four steps to create your profile, you will be sent an email link to create your username and password. This link will only be active for 72 hours, so check your junkmail!!
Clicking on New Member/Alum account will bring you to this screen. The information you enter here must match what your program has used to enroll you in AmeriCorps. Click on Contact My AmeriCorps in the top right of the screen if you have any problems.

Once you complete this screen successfully, you will be sent an email link to create your username and password. This link will only be active for 72 hours, so check your junkmail!!
After logging in, you will see your home page.

Use the navigation bar above to access your account.

This page will populate with your information. You can change your information or your password here.

Any pending tasks or forms will populate here. Be sure to check here for enrollment or exit forms, or any other tasks that may be necessary for service.
Welcome, Angela

Welcome to the My AmeriCorps website for applicants, candidates, members, and alumni. This site presents information that will help you before, during and after your service. Please be sure that all of your contact information is up-to-date.

<table>
<thead>
<tr>
<th>My Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Angela</td>
</tr>
<tr>
<td>Preferred Name:</td>
</tr>
<tr>
<td>Applicant ID:</td>
</tr>
<tr>
<td>SSN: ****</td>
</tr>
<tr>
<td>SSN Status: Previously Served</td>
</tr>
<tr>
<td>Citizenship Status: Previously Served</td>
</tr>
<tr>
<td>U.S Veteran:</td>
</tr>
<tr>
<td>Current Mailing Address:</td>
</tr>
<tr>
<td>Permanent Address:</td>
</tr>
<tr>
<td>Other Phone:</td>
</tr>
<tr>
<td>Preferred Phone:</td>
</tr>
<tr>
<td>Preferred Method of Communication: E-mail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Application 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have an application in Selected, Pending Placement or Pending Waitlist status, please click on the program name to accept or decline the offer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Application</th>
<th>Created</th>
<th>Last Modified</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.E.E. West Monroe AmeriCorps</td>
<td>Application 1</td>
<td>04/01/2006</td>
<td>04/01/2008</td>
<td>Rejected</td>
</tr>
</tbody>
</table>

Clicking applicant home will bring you to this screen. Notice the navigation bar on the left has changed.
Click on Applications to see your applications or to create a new one. Once created, they cannot be deleted.
Before submitting an application to a program, you will have to create references. If you already have references in this screen, you can delete them to start over or send them another request.
Clicking on submissions will show you where you have submitted your application and its status. You can click on the name of the program to revisit the listing you applied for.

Use the rest of the links on the navigation bar to search listings or to contact My AmeriCorps for help. Click on Member Home to return to the main page.
Once you click on Member Home, you will see these options on your navigation bar again. Use the My Tax Statements link to print out any tax statements you may need when you file your taxes. You may need them if you placed your loan in forbearance.
Use the link My Service Letter to generate any letters you many need to submit with an application for employment or to join a service organization.
08/22/2013

Dear Sir or Madame:

Please find below is the certification of service you requested. The largest of AmeriCorps programs, AmeriCorps State and National provides funds to local and national organizations and agencies committed to using national service to address critical community needs, including:

- Tutoring and mentoring disadvantaged youth
- Fighting illiteracy
- Improving health services
- Building affordable housing
- Teaching computer skills
- Cleaning parks and streams
- Managing or operating after-school programs
- Helping communities respond to disasters
- Building organizational capacity

AmeriCorps is a program of the Corporation for National and Community Service, an independent federal agency created to connect Americans of all ages and backgrounds with opportunities to give back to their communities and their nation.

This is to certify that Angela served as an AmeriCorps State and National program member for the term of service indicated below:

Dates of Service: 10/01 to 08/17
State: LA
Program: Ouachita Community Enhancement Zone, Inc.

If this office can be of any further service to you, please do not hesitate to contact us at: 1-800-942-2677 or E-mail: alumni@americorps.gov.

Sincerely,

William Baal
National Director, AmeriCorps State and National
Use the link Create Forbearance Request to send a request to your student loan provider to place your loans in forbearance during your term of service. The interest that accrues on your loan while you serve as a member will be paid by CNCS/National Service Trust. You can also contact your student loan provider directly for forbearance options.

Next, click on Search for Institutions.

Select your term of service from the drop box.
Search Institutions

To search for an institution use any or all of the fields below and click the search button. Hints:

- *When searching for a school*, try searching by state first for best results, but try more than one possibility if nothing comes up.
- *When searching for a loan holder*, enter the first letter of the name (there may be more than one version of it; for example, AES and American Educational Service). Loan holders may have multiple addresses but they have only one payment address in this system (for example, Sallie Mae has one payment address, which happens to be in Pennsylvania).
- For US Dept. of Education loans, please search under Direct Loans.

**Enter the name of your student loan provider and click search.**
If your search returns the name of your institution, simply click on their name in the list above.

If your search result returns no matches, click on “not found”. You will be able to manually enter the institution’s information from there.
After you have selected your student loan provider, you will return to this screen.

Verify that the information above is correct and click submit at the bottom right. Once it is submitted, print your confirmation page. You won’t be able to access it later.
After printing your confirmation page, click on My Education Award in the navigation pane above.

You will see the status of your forbearance request here. Monitor it closely. If no action is taken, use the navigation pane to Contact My AmeriCorps or you may contact your student loan provider directly.

You will be able to monitor the status of all requests made on your account from the top of this page.
Click on Create Interest Payment Request in the navigation bar to request a payment for the interest that has accrued on loans that have been in Forbearance while you served as an AmeriCorps member. This option will only be available if you have loans in forbearance.

This process is just like the one you completed when requesting loan forbearance on the previous slides.

Select your term of service, then click on Search for Institutions and enter the name of your student loan provider. Once you have selected your student loan provider, certify and submit. Make sure to print your confirmation page. You won’t be able to return to it later.
To use your education award, click on Create Education Award Payment Request. This option will only be available if your education award has a balance.

Select your payment type and the amount you’d like to use. You don’t have to use the entire award to make a payment request. Use as much as you need, as long as it is not more than the total education award.
After selecting your payment, click on Search for Institutions to select your student loan provider or your school. If your search returns no results for either your school or your student loan provider, they are not eligible to receive the education award. You will not be able to enter the information manually, as we did on the previous screens.
Clicking on My Education Award returns us to this screen. This is an example of a page where a member has already used their education award. You can see the details of the account in the sections to the right.

The education award amount and the expiration date is listed here under Award Information. You can also see the remaining award balance. Under Payment Information you can see where the education award has been used.

### Account Statement

<table>
<thead>
<tr>
<th>Award Information</th>
<th>Award ID</th>
<th>Award Type</th>
<th>Amount</th>
<th>Award Value</th>
<th>Disbursed</th>
<th>Returned</th>
<th>Revoked</th>
<th>Balance</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Education</td>
<td>$4,725.00</td>
<td>$4,725.00</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>08/17/2006</td>
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<tr>
<td></td>
<td></td>
<td>Interest</td>
<td>$28.56</td>
<td>$28.56</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Forebearance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Award Balance:** $0.00  
**Available Balance:** $0.00

### Payment Information

<table>
<thead>
<tr>
<th>Program</th>
<th>Organization</th>
<th>Expected Amount</th>
<th>Award Value</th>
<th>Slot Type</th>
<th>Service Start</th>
<th>Service End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$2,725.00</td>
<td></td>
<td>USA Group</td>
<td>10/12/2000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,000.00</td>
<td></td>
<td>USA Group</td>
<td>12/22/1999</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>$28.56</td>
<td></td>
<td>USA Group</td>
<td>11/04/1999</td>
<td></td>
</tr>
</tbody>
</table>

**Total Payments:** $4,753.56
This page shows a member with an active Education Award. Under My Requests you can see the status of all requests made.

Under Award Information, you can see the amount of both of the education awards this member has earned. You can also see the expiration date and the remaining balance. Under Payment Information, you can see the payments made using the education award.
This page shows a member who is currently serving in an AmeriCorps Program.

Under Award Information, you can see the awards previously received and the remaining balance.

Under Pending Awards Information, you can see the details of the education award he will receive when he completes his current term of service.
That’s it!! Almost everything you need to know about My AmeriCorps.

Any questions???