My Americorps

A guide for new users

What can I do with My AmeriCorps?

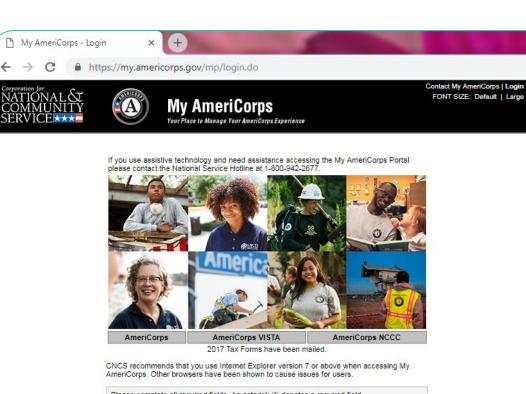
- My AmeriCorps is a hub for potential, current members as well as AmeriCorps Alums.
- Individuals can us My AmeriCorps to
 - O Create a member profile
 - O Manage their education award
 - O Request forbearance
 - O Transfer their award

How to create a My AmeriCorps account.

- O Getting started
- O Registration
- O Log on
- O Profile
- O Editing My Contact Information

Getting started:

- Go to my.americorps.gov
- O Click on the "Register to create a new Member Account" link



Please complete all re	equired fields. An asterisk (*) denotes a required field.
	you are agreeing to the terms and conditions outlined below:
* Username	e:
* Passwor	d:
	login
	Forgot your Username? Forgot your Password? Login Help



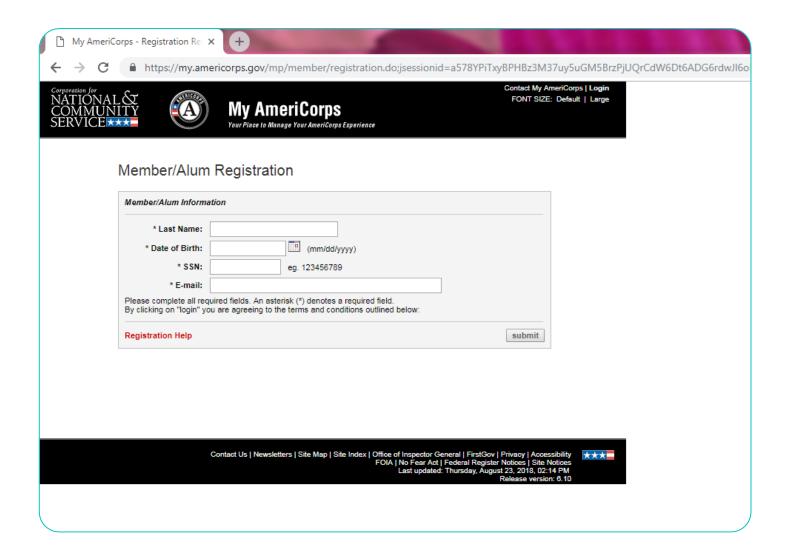
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Registration

- You will need to provide:
- Your last name
- O Date of birth
- Social Security number
- All information will have to match the information provided to CNVS/AEAP.

You must be officially enrolled in the AmeriCorps system before they can log on to My AmeriCorps.



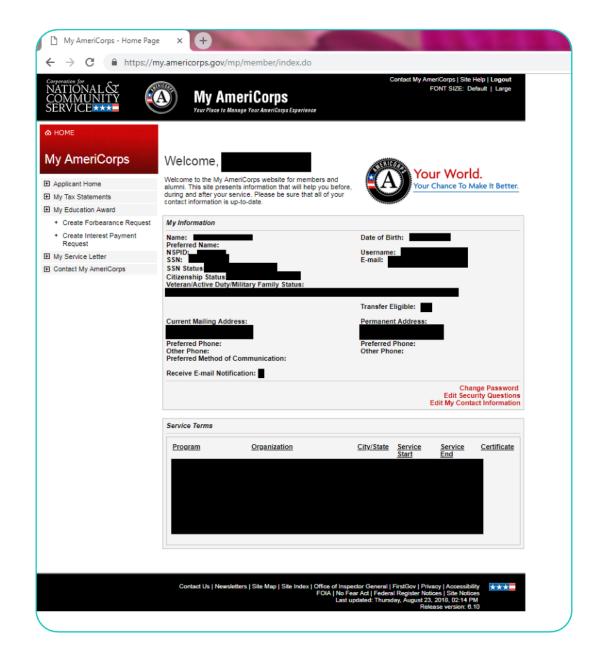
Log On

Once you have register:

- You will receive an email confirmation
- When you click on the confirmation link, you will be prompted to create a password.
- Once you have created a username and password you will be able to log on to My AmeriCorps and edit your contact information

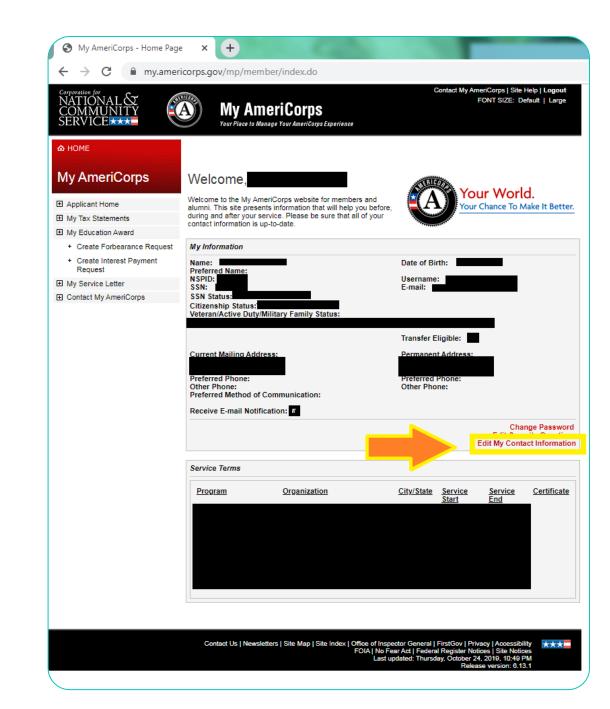
Profile

- This page will track the status of all forbearance and education award requests.
- The portal will note:
- when the request was submitted
- when the lender received the request
- whether or not the request was accepted.



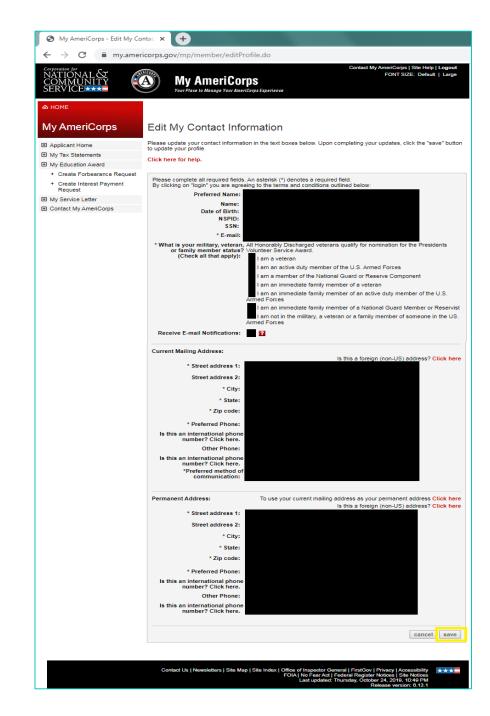
Editing Your Contact information

- Before we can register you as a member you need to fill in your contact information.
- To do this you will click on the Red wording that says "Edit My Contact Information"



Editing Your Contact information

 Be sure to fill in all fields that have an * and save once you are done.

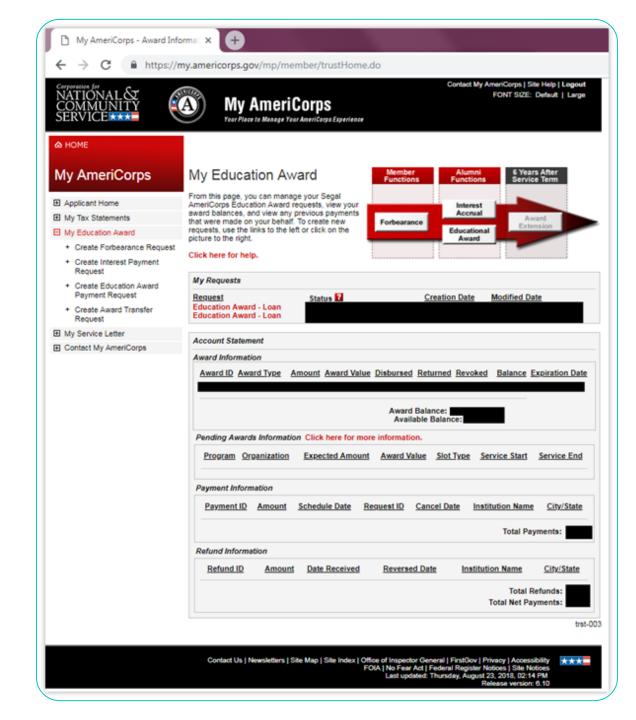


Using your education award

- My Education Award
- Creating a request
- Education Expenses or Loan Payment
- Education Expenses
- Coan Payment
- Submitting your request

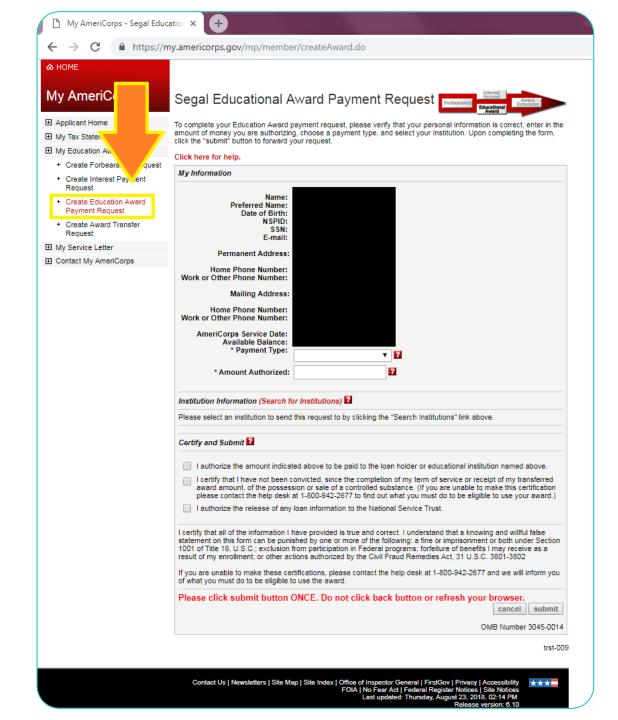
My Education Award

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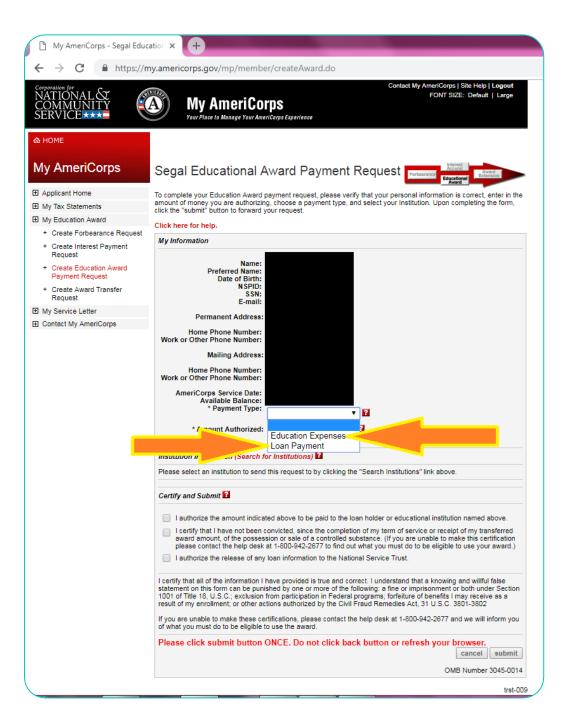
Creating a request

Click on the link that says "Create Education Award Payment Request."



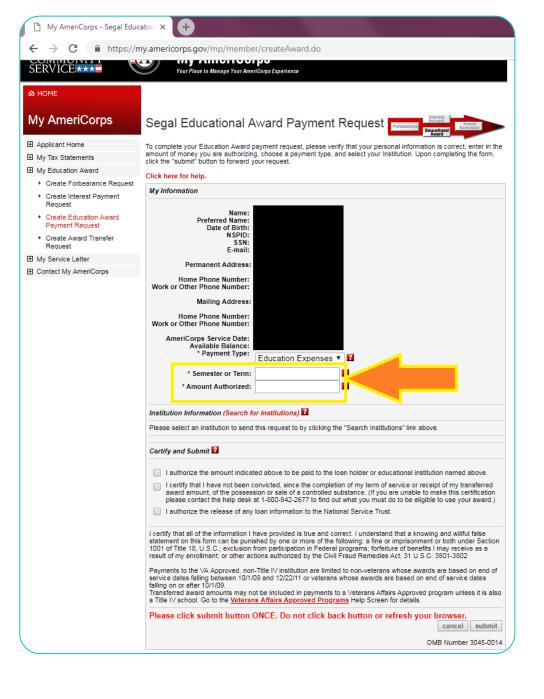
Education Expenses or Loan Payment

- You will need to indicate how you plan to use your education award:
 - Education Expenses
 - Coan payment



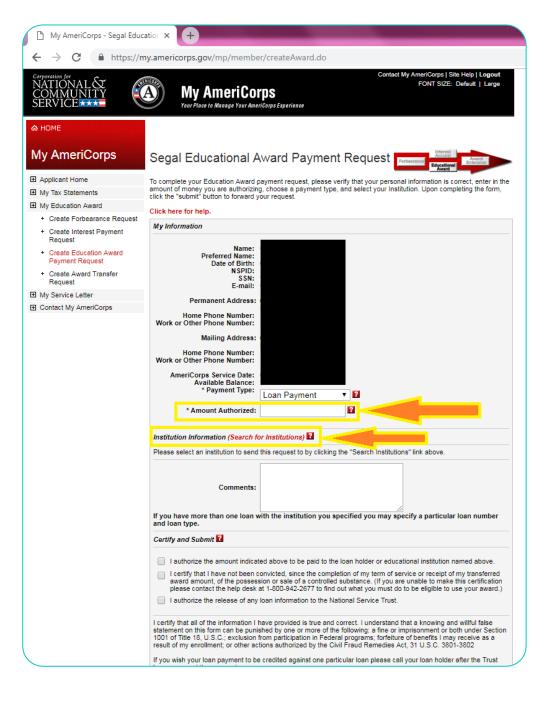
Education Expenses

- Indicate the Semester or Term
- Fill in the Amount Authorized



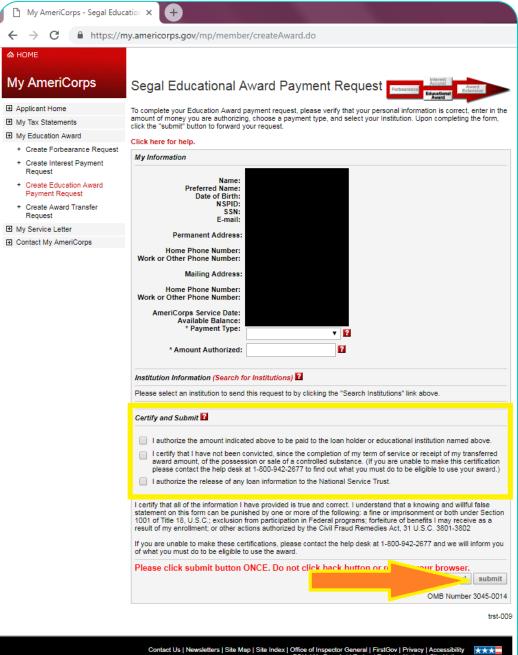
Loan Payment

- Fill in the Amount Authorized
- Find you institution



Submitting your request

- Once you have filled in all the required fields check one of the boxes in the "Certify and Submit" box then click "submit"
- O Click submit ONLY ONCE. Do not click the back button or refresh your browser.



Forbearance Requests

- What is Forbearance?
- O Where to request Forbearance?
- Requesting Forbearance
- Search and results for lenders
- Submission of Forbearance Requests
- Unable to process Forbearance Requests

What is Forbearance?

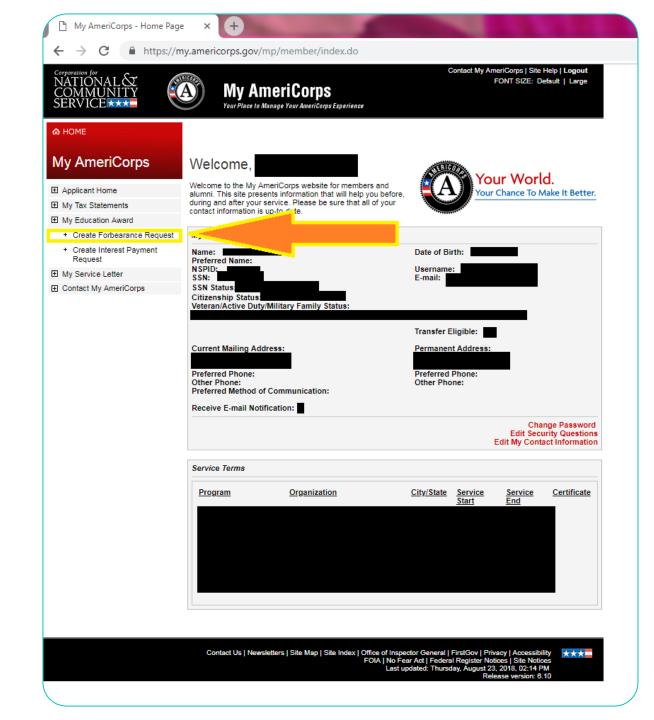
Allows you to temporarily stop making your federal student loan payments or to temporarily reduce the amount you pay.

Where to Request Forbearance

You can use the portal to process all forbearance requests for qualified student loans electronically

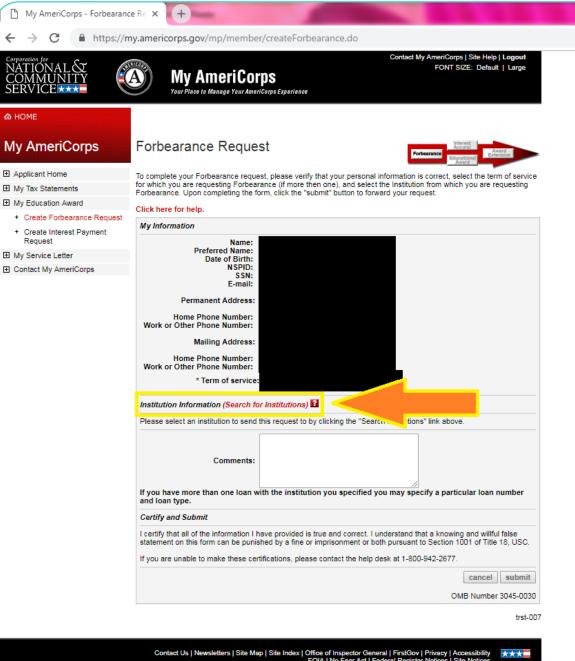
The forbearance request is available under the "My Education Award" tab on the left hand side of the page.

Click on "Create Forbearance Request" link to begin your request for forbearance



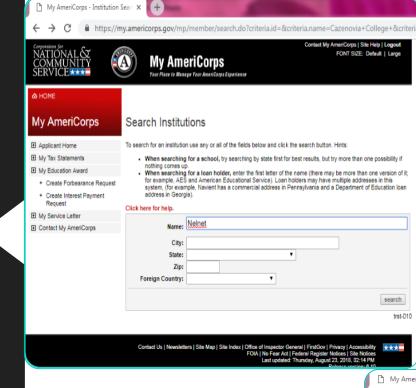
Request for Forbearance

- You will have to search for the lending institution.
- For most lenders, such as Nelnet, the information will pop up automatically.
- If the lender information is not already in the system, you can enter the contact information manually.



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Search and results for lenders :





Submission of Forbearance Request

Once you have selected the correct lending institution and verified that your information is correct you are ready to submit your request for forbearance.



Unable to Process Forbearance Request?

- O If you are unable to process the request online, you can request a paper form from CNVS/AEAP.
- O Forbearance forms are also available on the member section of the CNVS/AEAP website.
- Members are encouraged to attempt to submit forbearances online before requesting a paper form from CNVS/AEAP.

Transfer your award

In order to transfer your education award to someone else you have to meet specific requirements.

- The award can be transferred to your child, foster child, or grandchild.
- To transfer an education award, you must have earned the award in an AmeriCorps State or National or Silver Scholar Program
- Have been aged 55 or older on the date you began the approved term of service.
- have begun that term of service on or after October 1, 2009.
- You may revoke any unused balance of the transferred award prior to its expiration.
- You can transfer an award only once, except for good cause, or if the transfer was declined. The recipient of the award is bound by CNCS legislation and policies regarding the use of a Segal Education Award. Click on the help link for additional information on award transfer criteria and constraints.

Transfer request

- Click on the link that says "Created Award Transfer Request".
- Fill in the required information.
- O Click submit.

