

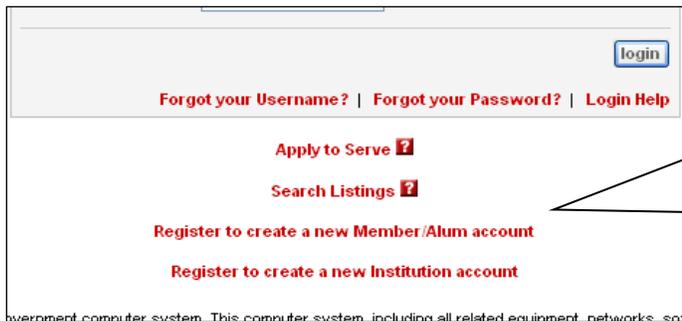
**Step 1: First, conduct research to decide when and how to use the Segal AmeriCorps Education Award. There are several resources available for this.**

AmeriCorps website: [www.americorps.gov](http://www.americorps.gov)

Education award information website: <http://edaward.org>

AmeriCorps Alums website: [www.americorpsalums.org](http://www.americorpsalums.org)

**Step 2: Create a My AmeriCorps account or log in to your existing account. If you have an existing account, skip to step 3.**



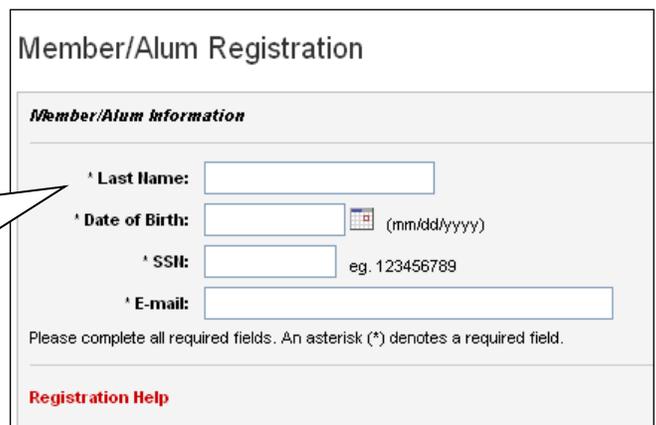
A screenshot of the AmeriCorps login page. At the top right is a "login" button. Below it are links for "Forgot your Username?", "Forgot your Password?", and "Login Help". The main content area contains four red links: "Apply to Serve", "Search Listings", "Register to create a new Member/Alum account", and "Register to create a new Institution account".

Go to <https://my.americorps.gov/mp/login.do>

(Note: the website address starts with **https and there is no www**)

Click "Register to create a new Member/Alum account" at the bottom of the page.

Complete the information and click submit. After submitting your information, you will be instructed to click a link that has been sent to your e-mail. Open the e-mail and click the link, which will bring you to a page to create a username and password. **Be sure to keep a record of your username and password in a safe place!**



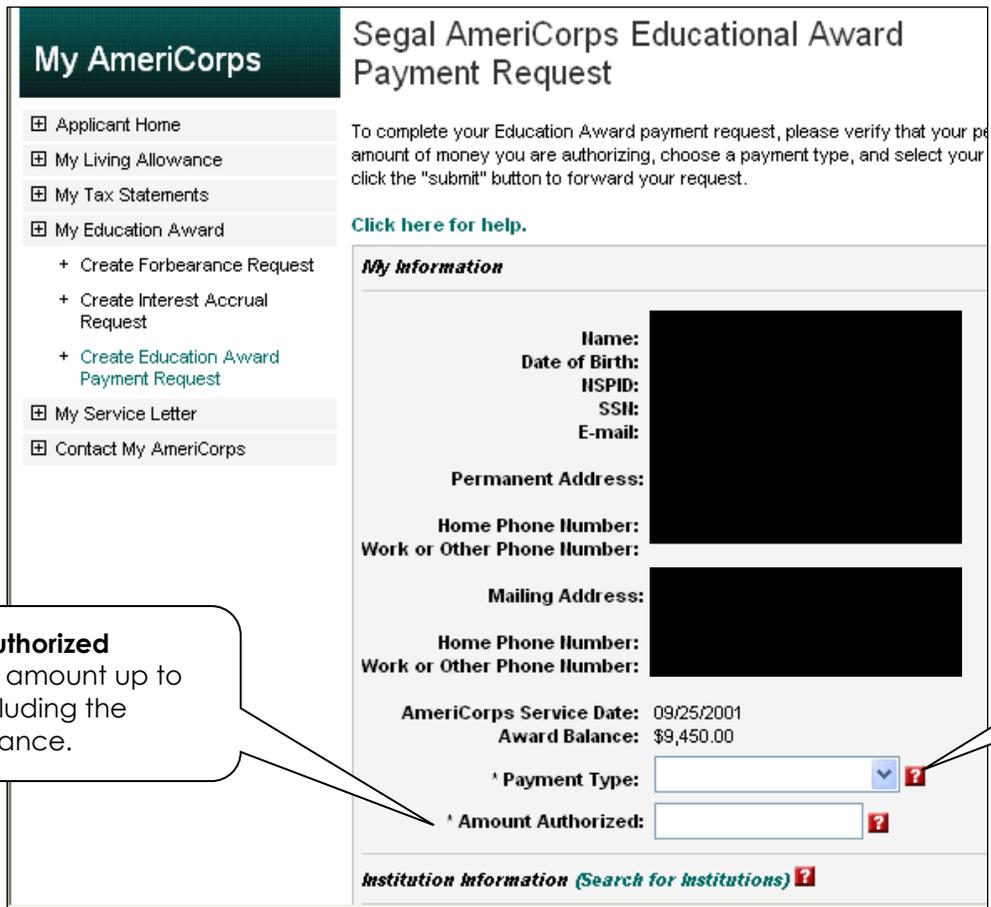
A screenshot of the "Member/Alum Registration" form. The title is "Member/Alum Registration". Below it is a section titled "Member/Alum Information" with the following fields: "Last Name:" with a text input field; "Date of Birth:" with a date picker and "(mm/dd/yyyy)" text; "SSN:" with a text input field and "eg. 123456789" text; and "E-mail:" with a text input field. Below the fields is a note: "Please complete all required fields. An asterisk (\*) denotes a required field." At the bottom is a red link for "Registration Help".

**Step 3: View the available options on the panel to the left and choose to create the education award payment request.**



After you have created your username and password, you will be directed to your AmeriCorps homepage. Click "Create Education Award Payment Request" under "My Education Award" on the left side of the page.

**Step 4: Authorize how you would like to use your award.**



**Amount Authorized**  
Select any amount up to and/or including the award balance.

**Payment Type**  
Choose either Education Expenses or Loan Payment.

**For current Education Expenses, you must also select 'Semester or Term'**

You have to indicate for which semester you want to use your Segal AmeriCorps Education Award. You must be enrolled at the college/university for this semester because the institution will need to verify your enrollment.

AmeriCorps Service Date: 09/25/2001  
Award Balance: \$9,450.00  
\* Payment Type: Education Expenses [?]  
\* Semester or Term: Spring 2008 [?]  
\* Amount Authorized: 1,000.00 [?]

**Search for Institutions**

Click here to choose your university or loan holder name.

**Institution Information (Search for Institutions) [?]**  
Please select an institution to send this request to by clicking the "Search Institutions" link above.

Corporation for NATIONAL & COMMUNITY SERVICE

**My AmeriCorps**  
Your Place to Manage Your AmeriCorps Experience

Contact My AmeriCorps | Site Help | Logout

FONT SIZE: Default | Large

HOME

**My AmeriCorps**

- Applicant Home
- My Tax Statements
- My Education Award
  - Create Forbearance Request
  - Create Interest Accrual Request
  - Create Education Award Payment Request
- My Service Letter
- Contact My AmeriCorps

### 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 nothing comes up.
- When searching for a loan holder, enter the first letter of the name (there may be more than one version 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.

[Click here for help.](#)

Name: Wheelock College  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_

search

frst-010

**Search for Institutions**

Type in the name of the institution or loan holder and click search.

HOME

**My AmeriCorps**

**Institution Search: Results**

Below is a list matching the criteria you entered. Please select an institution from the list below by clicking on its name. If you cannot find your institution, either search again or choose "not found".

Results 1 Through 1

Your search returned 1 results.

Name	Street Address	City	State	Zip	Title IV Eligible	VA Approved
<b>Wheelock College</b>	Financial Aid Office	Boston	MA	02215	Yes	No

search again not found

**Search for Institutions**  
The information should show up. Click on the name in red to verify this is the institution or loan holder you want to select.

**Institution Name** Wheelock College

**Correspondence Address:** Financial Aid Office  
200 The Riverway  
Boston MA 02215

**Payment Address:** Financial Aid Office  
200 The Riverway  
Boston MA 02215

**Search for Institutions**  
The search results will automatically enter correspondence and payment addresses for the institution. This information must be present before certifying and submitting the request.

**Certify and Submit** ?

I authorize the amount indicated above to be paid to the loan holder or educational institution named above.

I certify that I have not been convicted, since the completion of my AmeriCorps service, of the possession or sale of a controlled substance.

I further certify that I have received a high school diploma or its equivalent.

I authorize the release of any loan information to the National Service Trust.

I certify that all of the information I have provided is true and correct. I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both pursuant to Section 1001 of Title 18, USC.

If you are unable to make these certifications, please contact the help desk at 1-888-507-5962 and we will inform you of what you must do to be eligible to use the award.

cancel submit

**Certify and Submit**  
Check the boxes to authorize your information and click submit.

After you submit the information, you should receive an e-mail from [epayments@AmeriCorps.gov](mailto:epayments@AmeriCorps.gov) that lets you know that your request is **pending**. You will receive another e-mail (about 1-2 weeks later) letting you know that your request was **processed** (and the education award went through).

If you experience any problems with this system, you should contact the AmeriCorps National Service Trust at 1-800-942-2677. The office is open from 7AM – 8PM EST.