**Congratulations!** 

You have been successfully exited from the AmeriCorps system.

Follow these steps to redeem your education voucher:

## Log in at this site:

https://my.americorps.gov/mp/login.do

You should have registered at the beginning of your service. Use the same username and password.

Ameri	Corp	6		Contact My AmeriCorps   Login FONT SIZE: Default   Large
lf you u please	ise assistive technolog contact the National S	y and need assistance access ervice Hotline at 1-800-942-26	ing the My AmeriCorps Portal 77.	-
	Bring o	ut the best of	America.	
		;	AmeriCorps	
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## Click on "My Education Award" on the left menu.

My AmeriCorps	My Educat	ion Award	Member Functions	Alumni 6 Functions Se	rears After rvice Term		
Applicant Home     My Tax Statements     My Education Award     Create Forbearance Request     Create Interest Accrual	From this page, you AmeriCorps Educati award balances, an that were made on y requests, use the lir picture to the right.	can manage your Seg ion Award requests, vi id view any previous p your behalf. To create nks to the left or click or	al ew your ayments new n the	Interest Accrual Educational Award	Award Extension		
<ul> <li>+ Create Education Award Payment Request</li> </ul>	My Requests						
My Service Letter	Request	Status 👔	Creation Date	Mod	ified Date		
Contact My AmeriCorps							
	Account Statement						
	Award Informati	ion					
	Award ID Awa Educ	ard Type Amount cation \$1,415.34	Award Value Disbursed 0.265 \$0.00	Returned/ Revoked Balance \$1,415.34	e <u>Expiration Date</u> 4 01/31/2018		
			Availa	ble Balance: \$1,415.34	4		
	Pending Awards Information Click here for more information.						
	Program Org	anization Expecte	d Amount Award Value	Slot Type Service St	art Service End		
	Payment Inform	nation					
	Payment ID	Amount Schedule	<u>Date</u> <u>Request ID</u> <u>Cance</u>	el Date Institution Na	ame <u>City/State</u>		
				Total	Payments: \$0.00		

Click on "Create Education Award Payment Request" on the left-side menu. Select "Education Expenses" from the Payment Type drop-down menu, and use current or upcoming semester in which you are registered for classes, and then the total amount as the Amount Authorized. You don't have to use your total award all at once, but you can.

My AmeriCorps	Social Educational A	ward Dayma	ent .								
My Anenoorpa	Segal Educational Award Payment										
Applicant Home	Request		Educational								
My Tax Statements     A	To complete your Education Award p	ayment request, pleas	e verify that your personal information is correct, enter in the								
My Education Award	amount of money you are authorizing	, choose a payment ty	pe, and select your Institution. Upon completing the form, click								
+ Create Forbearance Request	the submit button to forward your r	equesi.									
<ul> <li>Create Interest Payment Request</li> </ul>	Click here for help.										
<ul> <li>Create Education Award Payment Request</li> </ul>											
My Service Letter	Name: Preferred Name:	Sarah M Wilcox									
Contact My AmeriCorps	Date of Birth:	08/26/1986									
	NSPID:										
	E-mail:	wilcoxytje@gmail.com	n								
	Permanent Address: 1985 N 650 W Provo IIT 84604 - 1404										
	Home Phone Number: Work or Other Phone Number: 801-358-2218 Mailing Address: 628 W 1975 N										
							Provo UT 84604 - 1427 Home Phone Number: Work or Other Phone Number:				
	Available Balance: * Payment Type:	\$2,114.29									
		Education Expen	ises 👻 🔞								
	* Semester or Term:	Winter 2011	2								
	* Amount Authorized:	1415.34	2								
	Institution Information (Search for Institutions)										

Certify and Submit

When you search for the Institution, enter Brigham Young University and Provo. This is the address that will auto-populate. It is correct.



## Notice how the Status is "Pending Institution Action."



Screen clipping taken: 2/3/2011 2:22 PM

Once everything has been accepted, the status will change to "Accepted by Institution."



Things to do for BYU:

• Verify your address in My BYU is correct. This is the address BYU will use to send the AmeriCorps tuition reimbursement to you.

If you have any questions, please call Charlene Clark at (801) 422-7438 or by email at charlene\_clark@byu.edu.