

ACCESSING AND USING YOUR EDUCATION AWARD

- ❑ At the beginning of your term, create an online profile at the *My AmeriCorps* website: <https://my.americorps.gov/mp/login.do>
(Save your PIN and Password because you will need them at the end of your term!)
- ❑ Send in all exit paperwork within two weeks of the date you complete your hours.
- ❑ Mark on your calendar 6 to 8 weeks from the date you submitted your exit paperwork; this is the expected *electronic* arrival of your voucher. It may happen sooner, however, so you should check the *My AmeriCorps* website frequently.



- ❑ Log in to your account at: <https://my.americorps.gov/mp/login.do> to view the status of your Education Award, make payments, see the status of any payments made, and print copies of your voucher.
- ❑ Confirm all the information on your voucher once you have logged on. If any information is incorrect call or e-mail The National Service Trust at 1 (888) 507-5962 or epayments@americorps.gov
- ❑ Decide whether you want to use your voucher for outstanding qualified student loans or toward the Cost of Attendance at a Title IV institution.
- ❑ Once logged in to your account, click on the “Segal AmeriCorps Education Award Payment Request” tab on the left hand side of the screen.
 - a. Using the pull down menu, select the payment type (loan payment or education expenses) you would like to make.
 - b. Decide how much of your Education Award you want to send to the institution and type it into the “Amount Authorized” space (remember that you do not have to use all of your Education Award at once).
 - c. Click on “Search for Institution” on the Institution Information button below, and using this tool find the institution that will receive the payment.
 - d. Once you have found the correct institution or loan holder, select them by clicking on the name.
 - e. Authorize the payment by clicking the appropriate box, and certify that you have received a high school diploma and have not been convicted of possession or sale of a controlled substance since the completion of your service.
 - f. Click “submit” to send payment.
 - g. Print the information screen for your records.
 - h. Finally, contact the loan holder or institution to whom you’ve sent payment to check on the status of the payment.