

# Step One: Create an Account

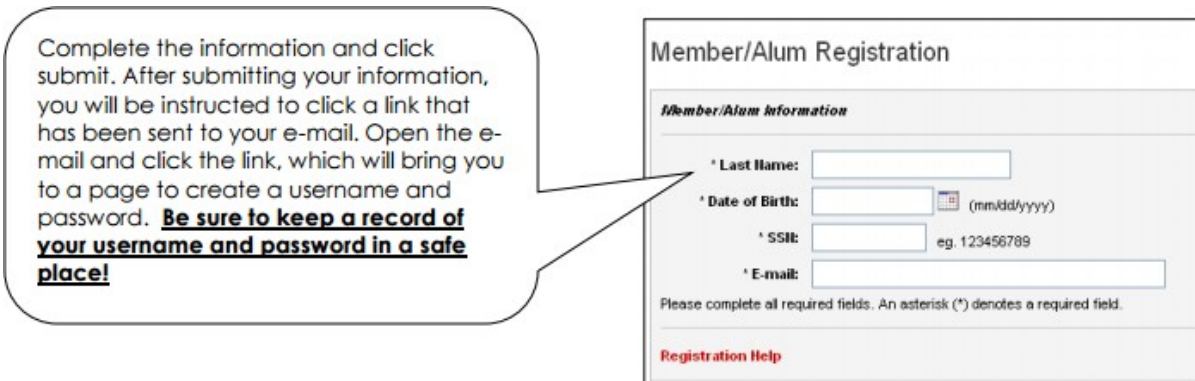
1. Go to [my.americorps.gov](http://my.americorps.gov)



2. Click on Register to create a new member/alum Account, (in red at the bottom of the page)

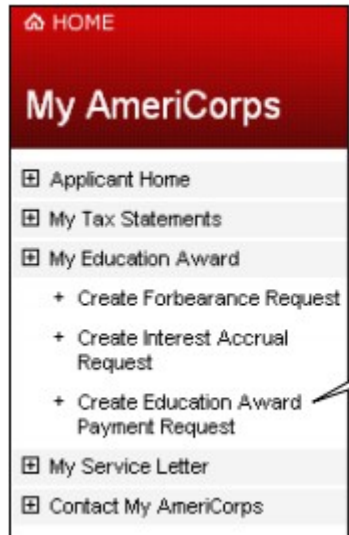


3. Create Member/Alum Registration



## Step Two: Creating Education Award Payment Request

1. Click My Education Award to expand options
2. Click Create 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.

## Steps to authorize payment request to the College of DuPage

3. Select Payment Type
4. Authorize Amount

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

**Payment Type**  
Choose Education Expenses

5. Once Payment Type and Term are entered, a new field will pop up requesting Semester Info

**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 ?

6. Institute must now be selected


- Click on Search for Institutions

**Institution Information** (Search for Institutions) ?

Please select an institution to send this request to by clicking the "Search Institutions" link above.

**Search for Institutions**  
 Click here to choose your university or loan holder name.

7. Enter in the College of DuPage and click search



The screenshot shows the 'My AmeriCorps' website interface. At the top, there are navigation links for 'Contact My AmeriCorps', 'Site Help', and 'Logout'. The main heading is 'Search Institutions'. Below this, there are search instructions and a form with fields for Name, City, State, and Zip. The 'Name' field is filled with 'College of DuPage'. A 'search' button is located at the bottom right of the form. A sidebar on the left contains various menu items like 'Applicant Home', 'My Tax Statements', and 'My Education Award'.

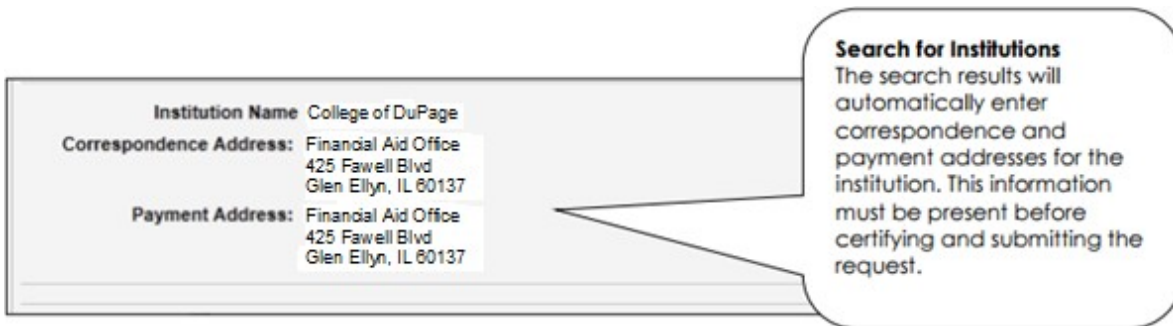
**Search for Institutions**  
 Type in the name of the institution or loan holder and click search.

8. Click on College of DuPage in Red



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

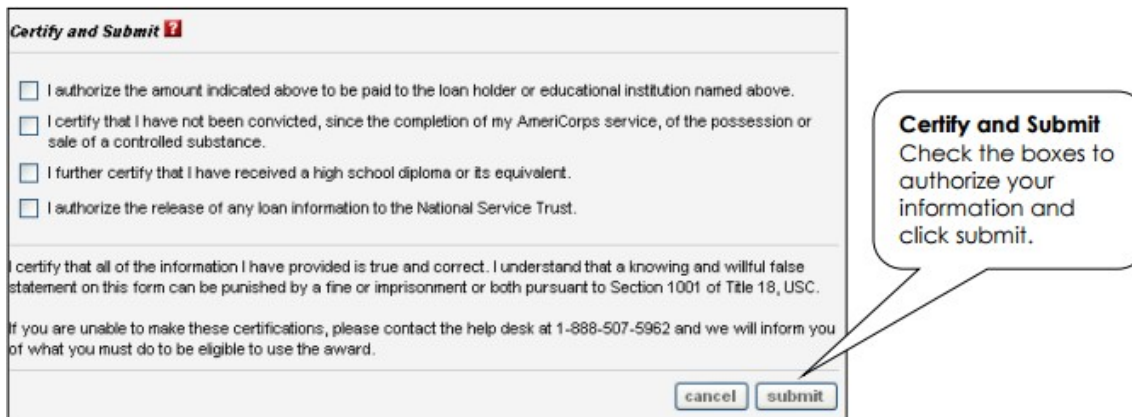
9. Once the college name and address appear, verify it's accurate and click submit.



**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.

10. Certify and submit

- Read each line, click each of the four boxes and click submit.



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

After you submit your information, you should receive an e-mail from [epayments@americorps.gov](mailto:epayments@americorps.gov) that will let you know that your request is pending.

The Office of Student Financial Assistance at the College of DuPage will be notified of your request by AmeriCorps and it will be evaluated for eligibility. You will receive an award letter once this evaluation is complete.