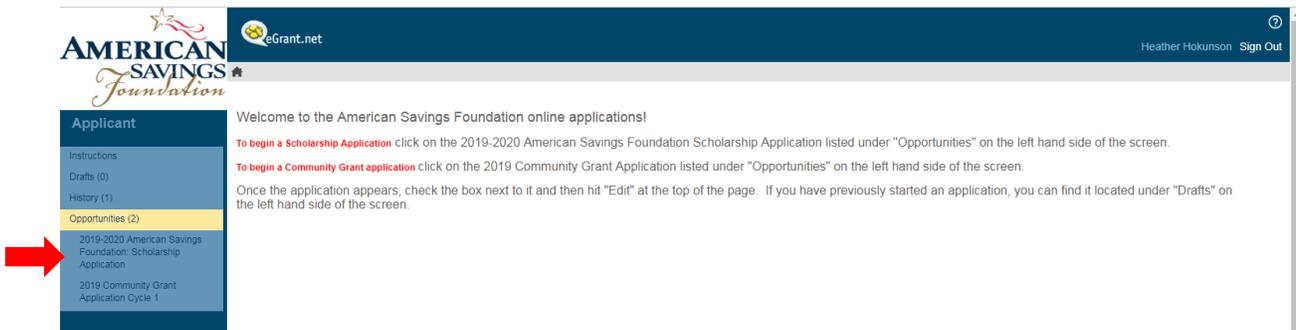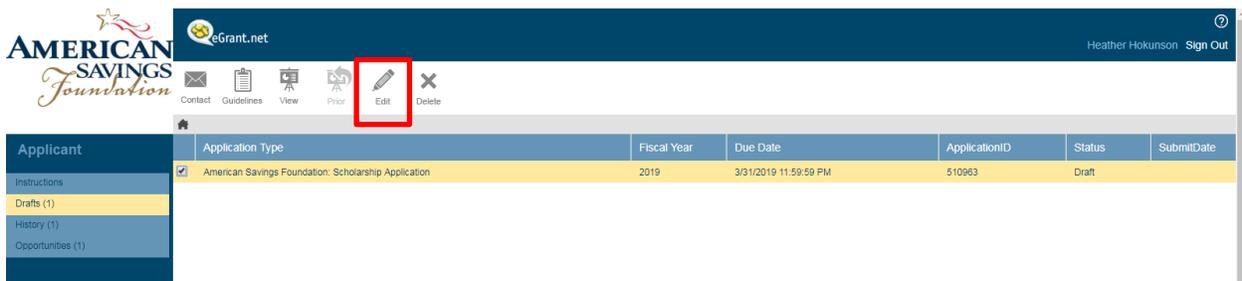**Instructions for completing the online portion of the SCHOLARSHIP application.**

1. The first page of the online application is the **Login Page**. The first time you visit, you must create an account. Once you have registered as a user and started an application, you will be able to save your work and return to the online application later. Save your Login and password - you can use them again next year. If you cannot remember your existing login or password, you can retrieve it through EGRANT. If this is not working you can email heather@asfdn.org.

2. Once you have logged in using your new ID and password, you will reach the Welcome Page.

3. Under the "Opportunities" tab (on the left hand side of the screen), click on the 2019-2020 American Savings Foundation: Scholarship Application. This will begin your online application.

4. You can save your work and come back to complete the application later. If you decide to save and continue your application at a later date, you will find your saved application under the "Drafts" tab (on the left hand side of the screen). Select the current application and then hit the "Edit" button on the top of the screen.

5. Your application has not been submitted until you hit the **SUBMIT** button and you receive an email confirmation.

6. Your application is not complete until we have received the online application and all **required attachments -** Student Aid Report (SAR), transcripts, and one letter of recommendation. All online and electronic material must be submitted by midnight on March 31. Any attachments that you mail to the Foundation must be postmarked on or before March 31.

A note about internet security: Our ONLINE APPLICATION is on EGrant, a secure website that uses the SSL (Secure Sockets Layer) security protocol to encrypt information you send and receive. All of the Information on the form that you fill out is encrypted using this protocol.

A note about the protection of personal information: American Savings Foundation takes the security of personal information very seriously. Due to the nature of the scholarship review process, we collect certain personal information from our scholarship applicants. The Foundation maintains a Privacy Policy.

Please contact Heather Hokunson at 860.827.2556 or heather@asfdn.org if you have any additional questions about the scholarship application.