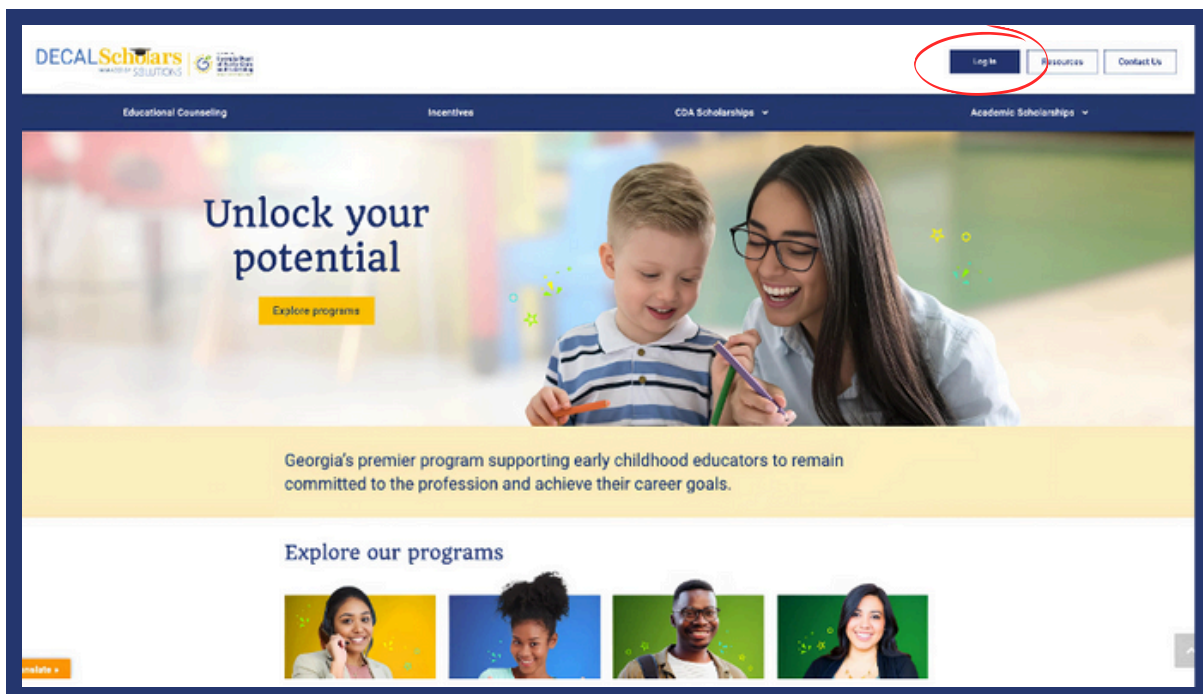


Create Your Application

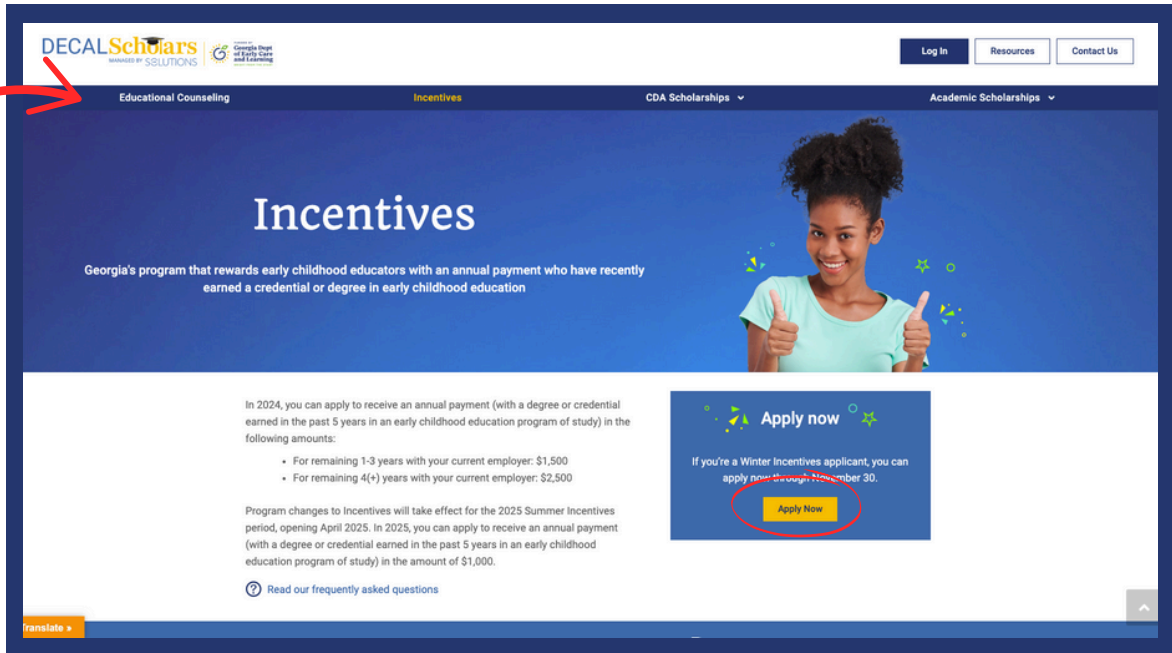
This document will guide you through creating and submitting a program application with DECAL Scholars.

- 1** Before starting a new program application, please ensure you have created a profile or updated your existing one. To create a new profile, click “Log In” at the top right of the DECAL Scholars website, then select “Don’t have an account?” and follow the prompts. To update an existing profile, click “Forgot Password?” and follow the steps to reset your password.

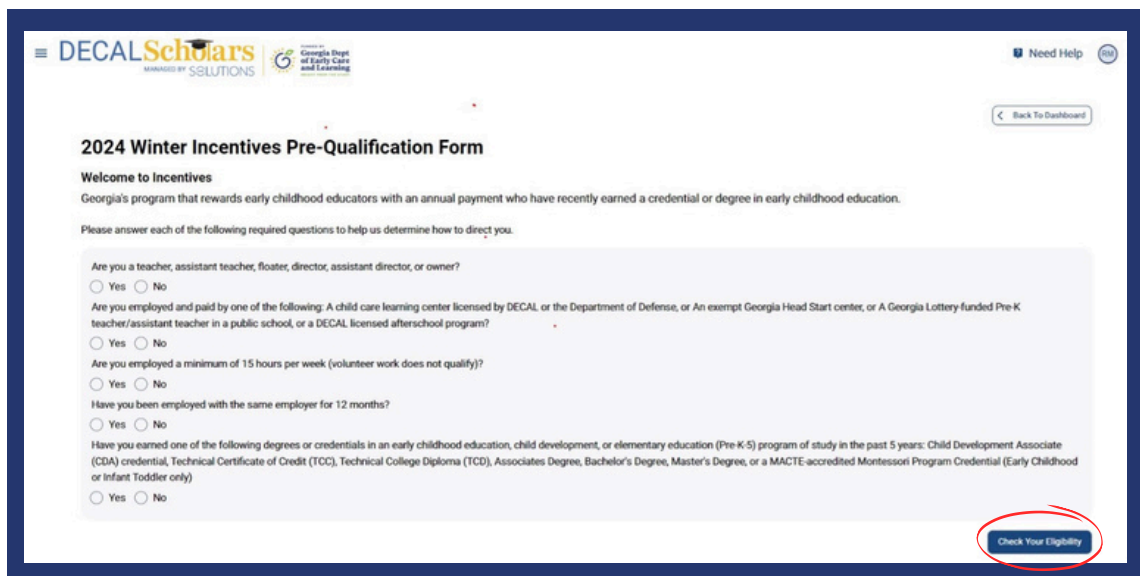


Create Your Application

- 2 Use the dark blue menu bar to navigate to the program page for the program you wish to apply for. After reviewing the eligibility requirements on the webpage, click “Apply Now” to begin your application.

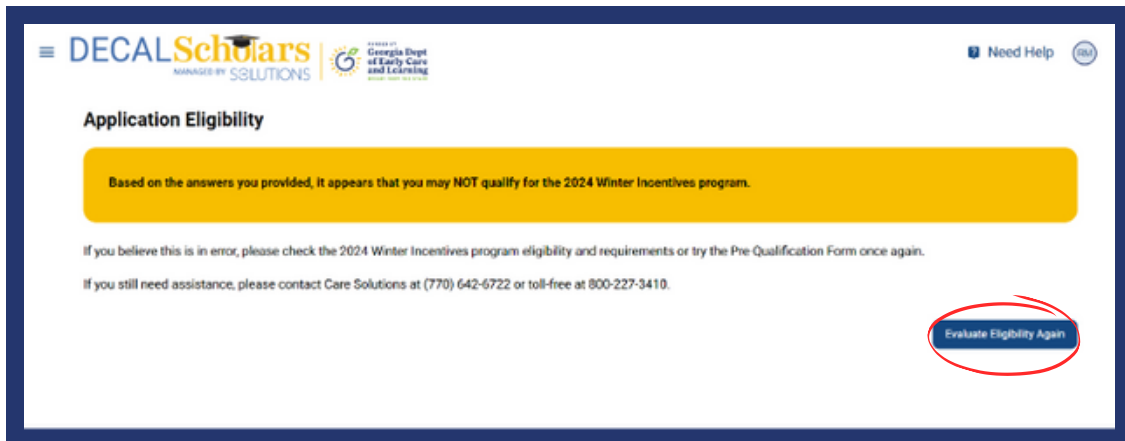


- 3 You will need to sign in to your account before starting your application. Once signed in, you will be prompted to answer pre-qualification questions. After completing these, click “Check Your Eligibility,” and a pre-qualification message will appear.

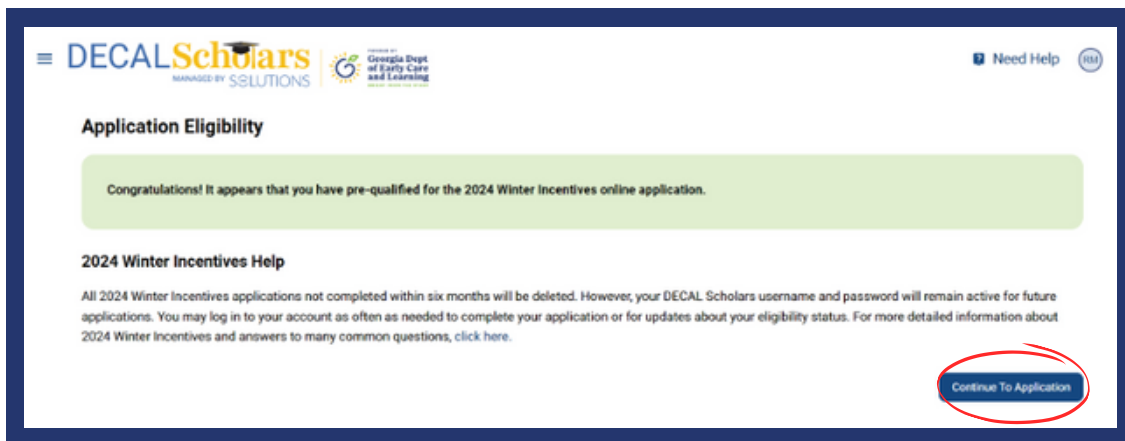


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- 4 If you do not pre-qualify, a message will display saying, "It appears you may not qualify." If you think there may be an error, you can click the "Evaluate Eligibility Again" button to retry the questions. If you are still unsure why you did not pre-qualify, feel free to email support@decalscholars.com to discuss with one of our program team members.



- 5 If you are pre-qualified, a "Congratulations" message will appear on your screen. You can then proceed by selecting "Continue to Application." Please note that pre-qualification does not guarantee approval—it simply means you meet the minimum program requirements.



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- 6 You are now ready to begin the program application process. Your personal profile data will be automatically filled in. Complete the remaining fields and proceed through each screen, making sure to carefully fill out each section of the application.

The screenshot shows the DECALScholars application interface. At the top, there is a navigation bar with the logo and a 'Need Help' button. Below the navigation bar is a progress bar with eight steps: Personal, GaPDS, Employer, Employment, Education, Affirmation, Documents, and Payment. The 'Personal' step is highlighted with a blue circle and a green checkmark, indicating it is completed. Below the progress bar, the 'Personal Information' section is displayed, with a heading and a paragraph of instructions. The 'About You' section is also visible, with a heading and a paragraph of instructions. At the bottom, there are input fields for 'Name*' and 'Date of Birth*'.

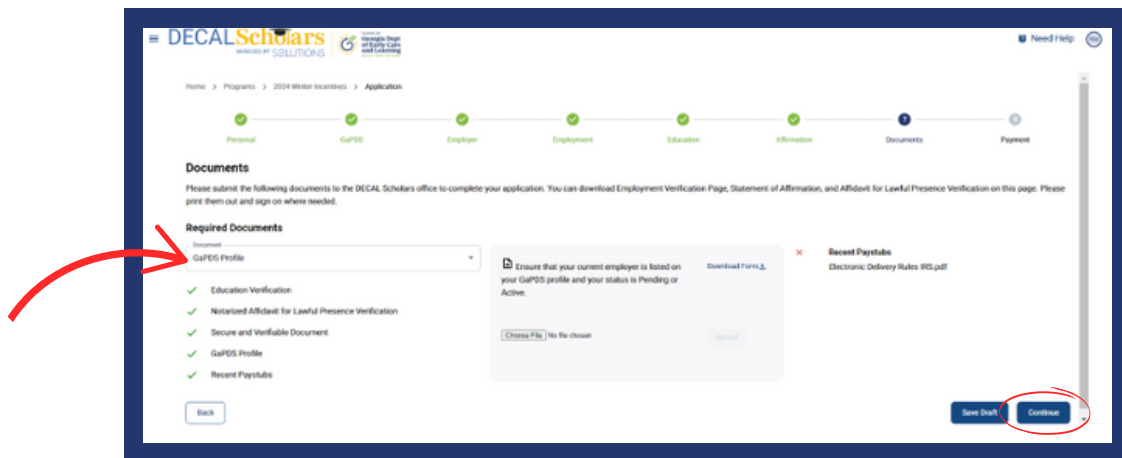
- 7 In the Affirmation section, you must type your name exactly as it appears at the beginning of the Affirmation, matching capitalization and spacing. Use only one space between your first and last name, with no space at the end.

As you move through the application, a green checkmark will appear in the progress bar at the top to indicate each completed section.

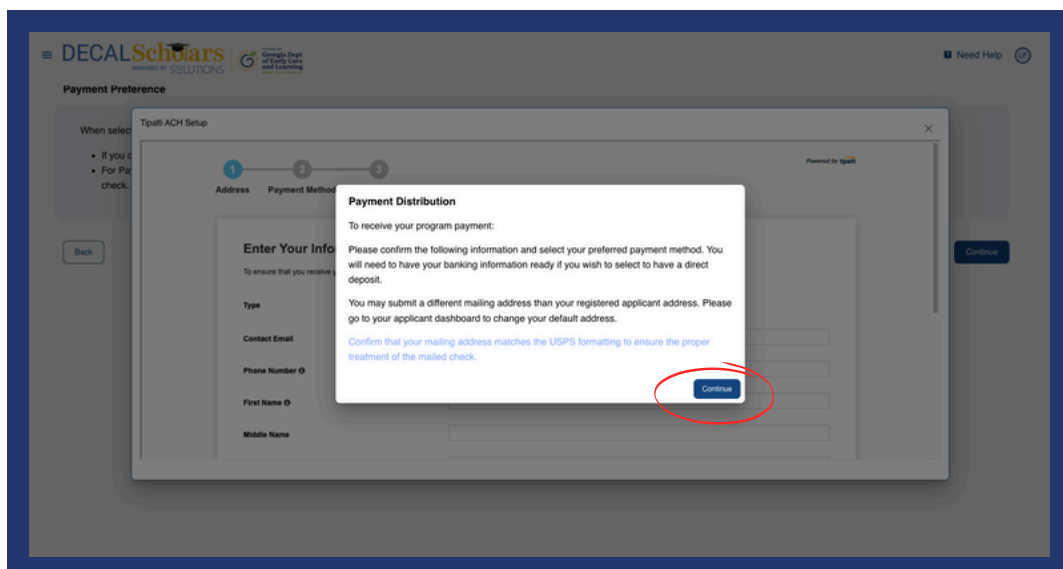
The screenshot shows the DECALScholars application interface. At the top, there is a navigation bar with the logo and a 'Need Help' button. Below the navigation bar is a progress bar with eight steps: Personal, GaPDS, Employer, Employment, Education, Affirmation, Documents, and Payment. The 'Personal' through 'Education' steps are highlighted with green checkmarks, indicating they are completed. The 'Affirmation' step is highlighted with a blue circle and a blue checkmark, indicating it is the current step. Below the progress bar, the 'Affirmation' section is displayed, with a heading and a paragraph of instructions. At the bottom, there is an input field for 'Signature*' containing the text 'Richard McElwain' and a date field showing '10/25/2024'. A red arrow points to the 'Personal' step in the progress bar, and a red circle highlights the 'Signature*' field.

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- 8 In the document upload section, you will see the required program documents listed on the left side of the screen. Select each document individually from the dropdown menu and upload it. After uploading the first document, select the next one and repeat the process. If you need to pause and locate any documents, you can save the application as a draft and return to it later in the application history section of your profile. Continue this process until all documents are uploaded, then click “Continue.”



- 9 Proceed to the Payment Preference section and select either ACH or Check. If you choose ACH, a pop-up will prompt you to have your banking information ready. Click “Continue” to enter your banking details. If you have received an ACH payment from us in the past, verify your information and select “Next.” If you need to change your account information from what we had previously, select “Edit” and make the changes. When you are done, select “Next.”



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- 10** On the application summary screen, take a moment to review your information. If you need to make any changes, click on the pencil icon located to the right of each section to return and update the relevant details. When you are ready, submit your application. Please note that most applications require employer verification; if you see this option at the bottom of the screen, click on it to proceed.

The screenshot shows the DECAL Scholars application summary screen. The form is organized into several sections, each with a pencil icon for editing:

- Employer:** Facility Name, Facility Address.
- Employment:** Date of Hire (10/10/2024), Hours Worked Each Week (12), Hourly Wage (\$14), Payment Type (Biweekly), Number of Working Months Per Year (12), Number of Paid Months Per Year (12).
- Education:** What is the degree/certificate that you have earned? (CDA Credential), What is the date you earned your degree/certificate? (10/10/2024), Name of Educational Institution/CDA Trainer.
- GaPDS:** GaPDS#, GaPDS# Status (Active).
- Affirmation Statement:** Signature (Applicant Signed), Date (10/04/2024).

At the bottom of the screen, there is a 'Back' button on the left and a 'Next' button on the right. A red circle highlights the 'Request Employer Verification' button, which is located to the right of the 'Next' button.

Congratulations! You should now see the submission confirmation for your first application in the new DECAL Scholars system. You can check your application status anytime by signing into your profile and viewing the application history section. Your most recent application will appear at the top of the list.