



Chafee Funds Program of New York State

To apply, visit www.ChafeeNY.org

To receive all program notifications, be sure to add these 3 addresses to your email contact list:


admin@ChafeeNY.org

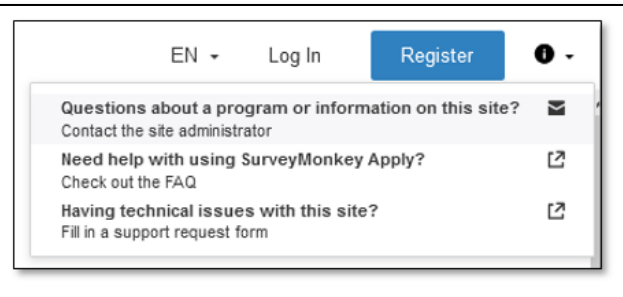
noreply@mail.smapply.net

do.not.reply@hyperwallet.com

Check your junk/spam folder for possible missed messages.

Having technical issues with this site?

Click on the  icon in the upper right corner of the browser window to contact support.



► Using the **Chrome browser** is recommended when accessing the application.

If you need assistance, email admin@ChafeeNY.org

Getting Started Online with the CFP Application

If you have applied for the Education & Training Voucher (ETV) Program recently, you already have an account on this application platform. The system will recognize your account email address and the same password you use for ETV.

For instruction on registering a new account, continue to page 2.

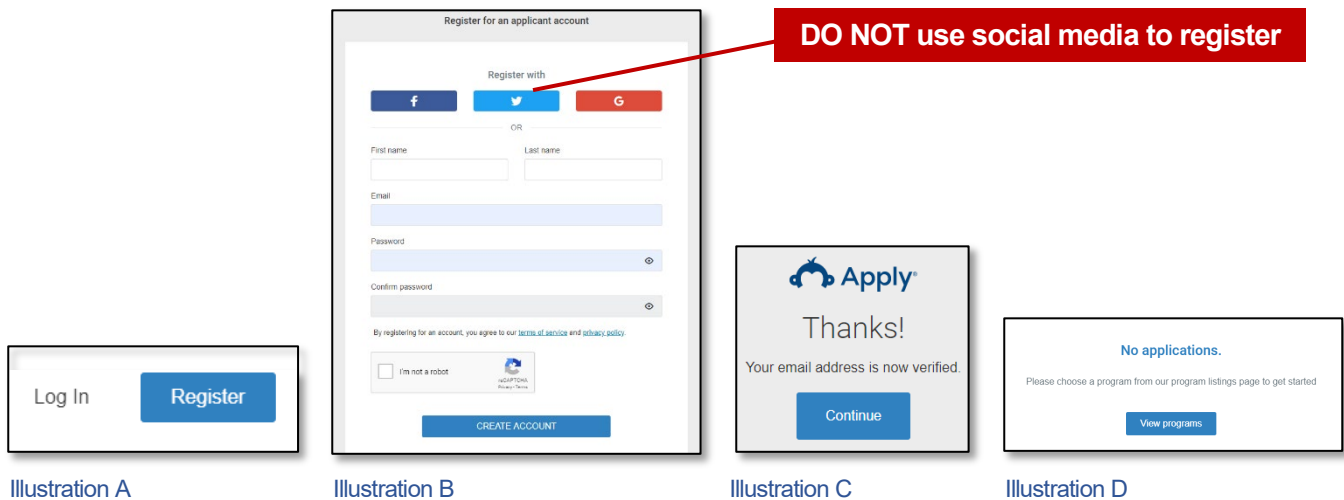
1. Registering a New Site Account

New applicants click “Register” in the top right corner of the homepage. (**Illustration A**)

You will be prompted to enter your name and email address. (**Illustration B**) Please use your *legal first and last name* to register so we may easily identify you for funding eligibility.

An invitation will be sent to your inbox. Click the “Confirm email address” button. Once you receive your registration confirmation message, click “Continue” and you may log into the site at any time to begin your application. (**Illustration C**)

Before you validate your email address, you have the option to access the site. However, a valid email address must be verified and a site password selected before beginning your application or you will not have access to save or submit your forms.

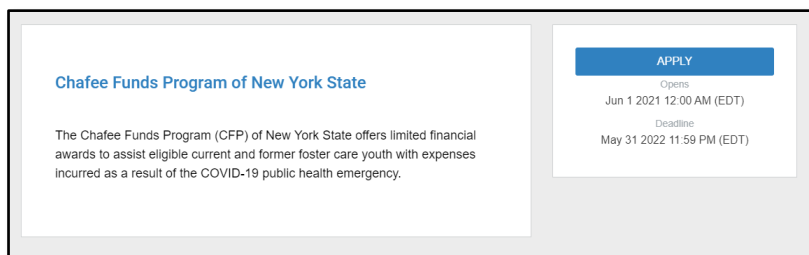


2. Starting the Application



The site will open to your My Applications page with an indication that no application has been started yet. Click “View programs” (see **Illustration D** above).

On the Programs screen, click “More” for Chafee Funds Program of New York State.



Click “Apply” to get started.

You will be asked to “Name your application.” Please enter your legal name as instructed then click Create Application.

You will be prompted to complete an Eligibility Pre-Check in Your Tasks. Click “Eligibility Pre-Check” to begin.

If you pass the Pre-Check or choose to continue with the application, additional tasks will be added to Your List. Click on each task to fill out the form.

Before submitting your application:

- ▶ Applicant name must be correct on the Applicant Name and Attestation tasks
- ▶ Check all application answers for accuracy

Helpful Hints

- ▶ The form will auto save as you make entries. You may log out and come back later to complete this form if needed.
- ▶ NOTE: when you see the ellipsis icon (...) in the top right corner of any form, click on it for additional functions.
- ▶ Completed tasks may be changed any time before the application is submitted. To do so, select the task in Your List and the “Edit” function located in the ellipsis icon. Make your changes then click “Mark as Complete” again.
- ▶ You should download the entire application after it is submitted since you will not have permanent access to it.
- ▶ You will receive email notifications when your application is submitted and when an award determination has been made. You can also log in at any time to see the status of your application on the My Applications page.

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