



# Emergency Financial Relief

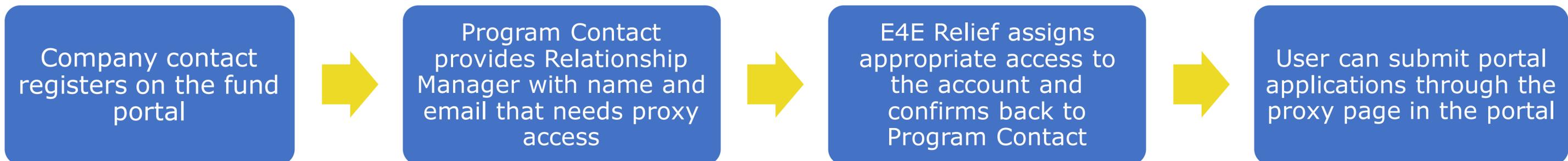
*Proxy Application Guide*

# Proxy Application Summary

- A proxy application is an application that is completed on behalf of an eligible employee/applicant.
- There are many reasons why someone may be unable to self-submit an application, including:
  - The applicant does not have access to a computer or electronic device.
  - The applicant is in a disaster region with no internet or cell phone service.
  - The applicant is not in a good physical or mental state.
  - The applicant is a family member of an eligible employee and cannot register on the portal (i.e. – for death of employee event).

# Assigning Proxy Users

- The Program Contact provides the name and email address of approved company contacts that can have proxy access for the program.
  - Authorized users will need to register on the portal first, if they do not already have an account, before proxy access can be granted.
  - It is a best practice to have at least two assigned proxy contacts.
- The Relationship Manager will confirm when proxy access has been assigned and the users can begin submitting applications.



# Submitting a Proxy Application

- Determine the qualifying event for the applicant. The program's eligible events can be found on the portal homepage.

QUICK CHECK

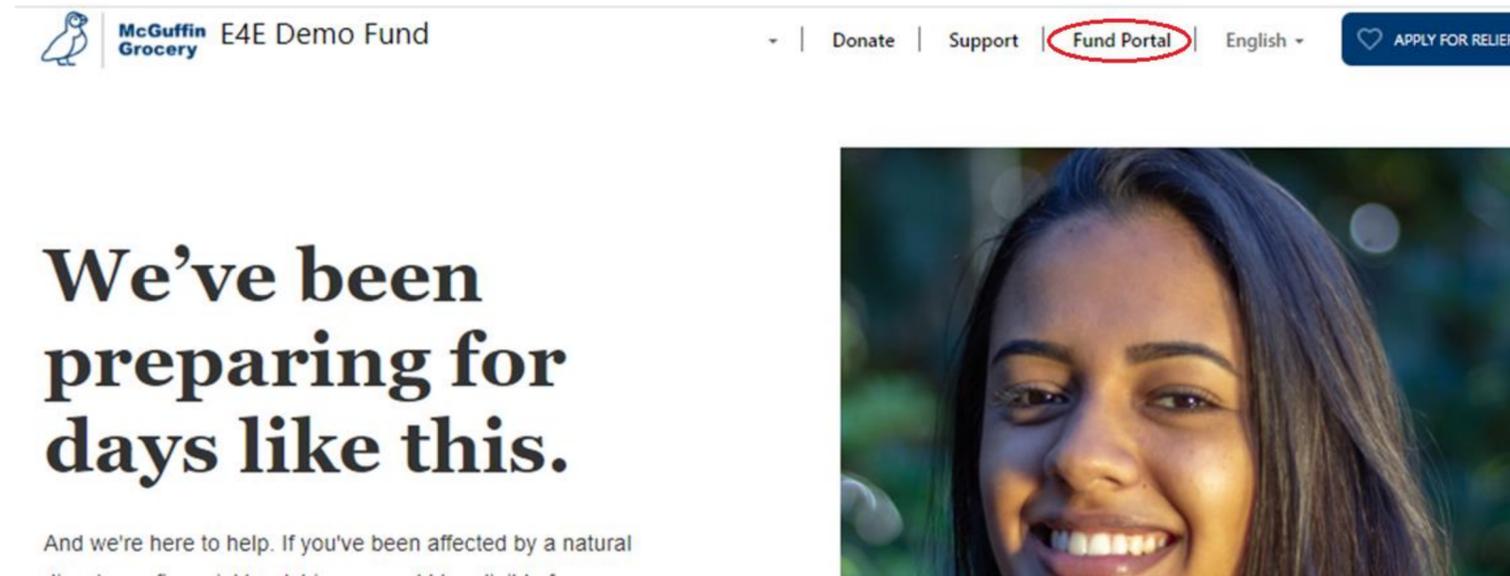
 **Are you eligible for assistance?**

Your program covers the employment types and events below - confirm you're eligible before applying.

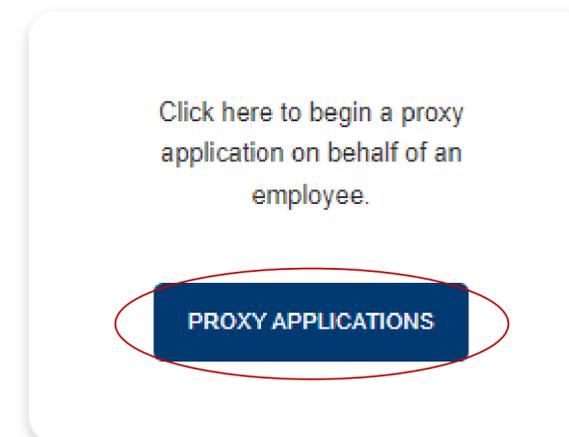
Eligible	
Employment Type	<ul style="list-style-type: none"><li>• Active Full Time</li><li>• Active Part Time</li><li>• Approved Leave Without Pay</li><li>• Full Time on FMLA</li><li>• Full Time Short Term Disability</li><li>• Part Time on FMLA</li></ul>
Disasters	Complex Humanitarian Emergency, Disaster resulting from an accident on a commercial airplane, passenger train, bus, ferry (Common Carrier/Public Transportation), Earthquake, Flood, Heat Wave, House Fire, Hurricane, Landslide, Nuclear Hazard/Pollution, Sinkhole, Tornado, Tropical Storm, Typhoon, Volcanic Eruption, Wild Fire, Winter Storm
Hardships	Crime, Death, Domestic Abuse/Violence, Home Damage (leaks or broken pipes), Housing Crisis, Unexpected Medical Condition, Vehicle Accident

# Submitting a Proxy Application

- Go to your portal and log in to your account.
- Once logged in, click the “Fund Portal” tab.

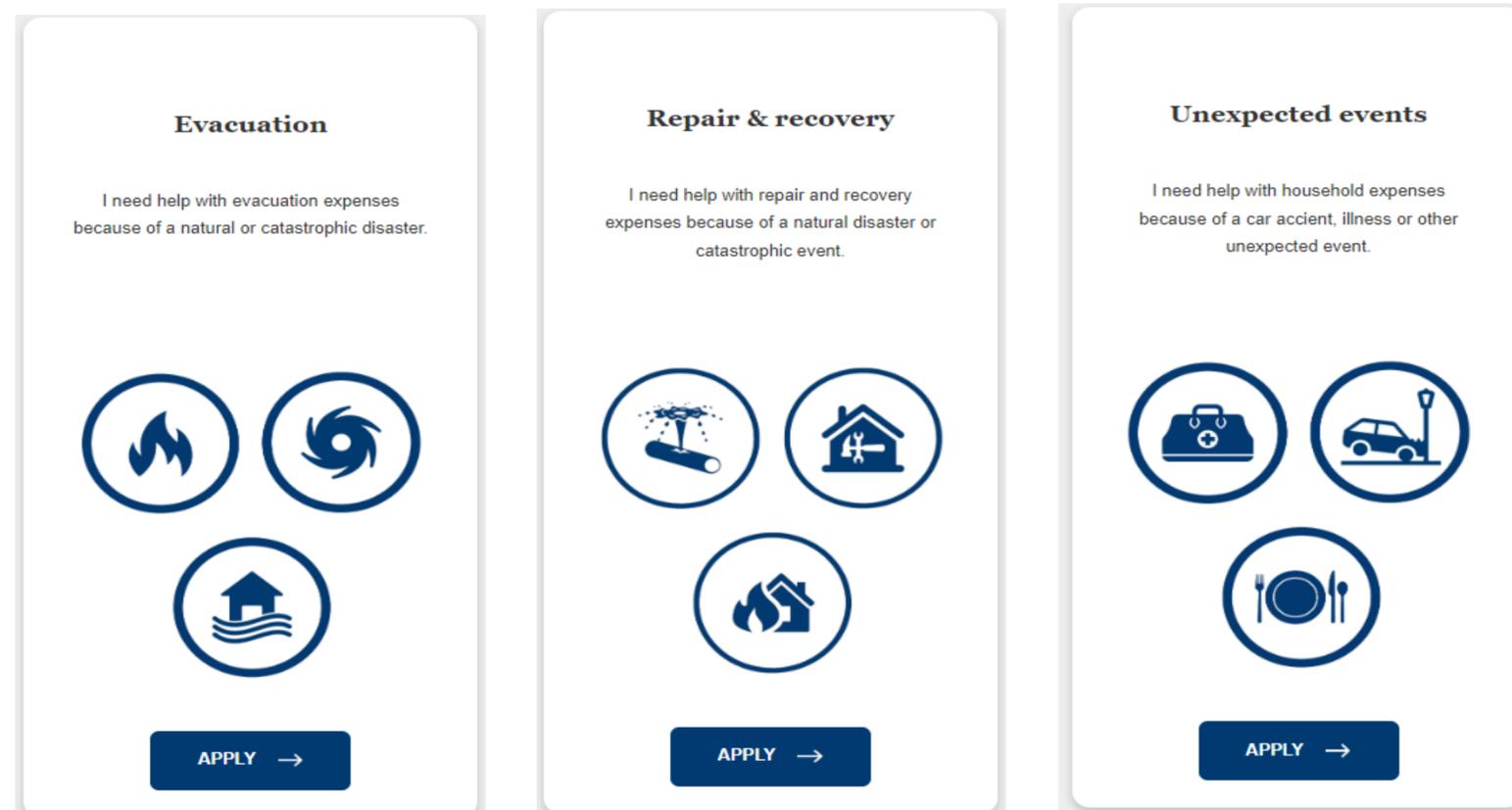


- Then click the “Proxy Applications” button.



# Submitting a Proxy Application

- Review the event cards and click the “Apply” button on the tile that coincides with the applicant’s situation.
- It is important to select the event card that best fits the applicant’s needs as application questions are based on the event selected.



# Submitting a Proxy Application

- Fill in all fields on the “Profile Information” page, on behalf of the employee. For a death of an employee event, please enter the details of the family member who is applying for assistance.

Throughout this proxy application, unless otherwise noted, please enter the information of the employee for whom you are completing the application. All contact and payment information entered below should be that of the employee.

Contact Information	Primary Address
<b>First Name *</b> <input type="text"/>	<b>Country *</b> <input type="text"/>
<b>Last Name *</b> <input type="text"/>	<b>Street 1 *</b> <input type="text"/>
<b>Suffix</b> <input type="text"/>	<b>Street 2</b> <input type="text"/>
<b>Primary Email Address *</b> <input type="text"/>	<b>City *</b> <input type="text"/>
<b>Primary Telephone Number *</b> <input type="text" value="Provide a telephone number"/>	<b>State or Province *</b> <input type="text"/>
<b>Work Telephone Number</b> <input type="text" value="Provide a telephone number"/>	<b>ZIP/Postal Code *</b> <input type="text"/>

Profile Information

**How would you like to be contacted?**

**Employment Start Date \***

**Employment Type \***

**Estimated Annual Household Income (USD) \***

**Number of People in Household \***

**Do You Own Your Home? \***

**Preferred Method of Payment \***

If you are awarded financial assistance, we need to know how to pay you. If you have a bank account, we recommend you select to receive payment via “Digital Disbursement”. Digital Disbursement will be the quickest way for you to receive money directly into your bank account through one of our preferred payment partners.

For US applicants: If you do not have a bank account or prefer standard mail delivery, select the Check option and we will mail you a physical check.

Mailing Address

**Mailing Address Same as Primary?**  
 No  Yes



# Submitting A Proxy Application

- Complete the “Event Details” page.

14%

## Event Details

**Proxy Contact Preference**

Proxy

**Event \***

I have experienced a death in my family

**What was the date of your event? \***

4/20/2023

### Event Details

**Proxy Contact Preference**

Proxy

Proxy

Employee

Both

*Select if you as the proxy should be the point of contact, the employee, or both.*

# Submitting a Proxy Application

- Complete the remaining application questions, providing as much detail and supporting documentation as possible.
- Once submitted, you will see a screen confirming the application has been submitted and the application number.

## Relief Application

1. SIGN UP 2. PREPARE 3. QUESTIONNAIRE 4. TRACK PROGRESS 5. RECEIVE RELIEF



### Track Progress

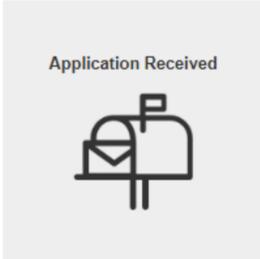
You can track the progress of your application at any time.

---

STAY IN THE LOOP

### Application Status:

Application - **NRSP-####**



Application Received

NEXT STEP  
Review in Progress



NEED HELP?

### Application Frequently Asked Questions

How long should it take to review my application?

Once we have received all required supporting documentation, a grant specialist will review your application. If additional information is needed you will receive a notification. The review process typically takes 3-5 business days. If approved, a grant distribution will be made based on your payment preference selected in your applicant profile.

How can I check on the status of my application?

You can easily check the status of your application on this portal. Once you've submitted

# Tracking An Application

- All submitted applications can be found on the proxy landing page where you can track the application status.
- You can also return to applications in progress from this page.

McGuffin Grocery E4E Demo Fund

Donate | Support | Fund Portal | English

APPLY FOR RELIEF

## My Proxy Applications

Search

Name	Event Need	Applicant	Event	Status Reason	Submitted On ↑
Application - NRSP-02804	Hardship	Jane Doe	Death	In Progress	
Application - NRSP-02805	Natural Disaster - Short Term	Jane Doe	Tornado	Application Received	6/13/2023 11:53 AM

# Questions about Submitted Applications

- For questions about an application, you can email the program inbox or call the applicant support line. This contact information can be found on the “Applicant Support” page on your fund portal.

