Applying for Emergency Financial Relief

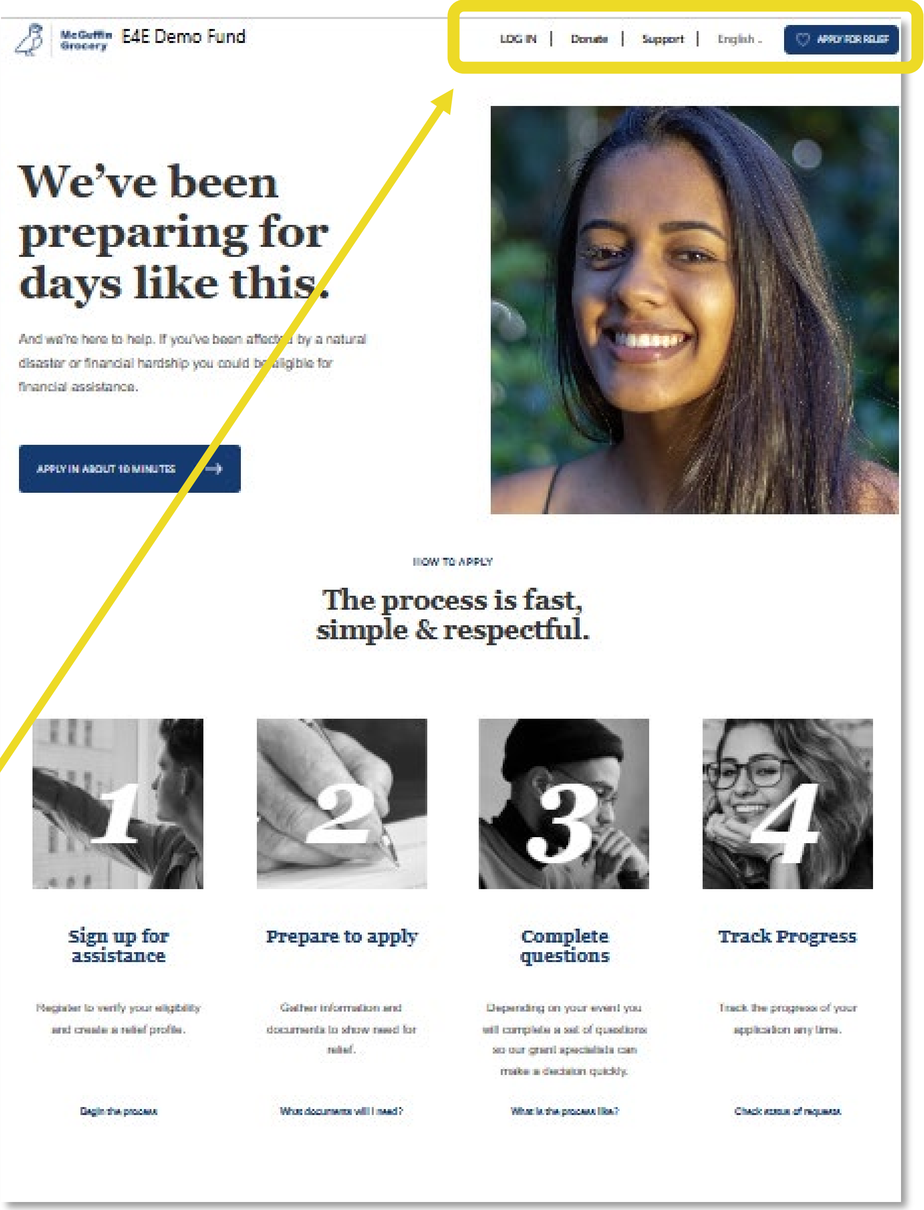
An Applicant Guide from E4E Relief

Getting Started

E4E Relief administers emergency financial relief programs on behalf of employers and other sponsoring organizations. These programs provide timely, needs-based grants to individuals experiencing significant hardships or disasters.

To begin your application, visit your program’s designated portal and click **“Apply for Relief”** or **“Log In”** in the upper right-hand corner.

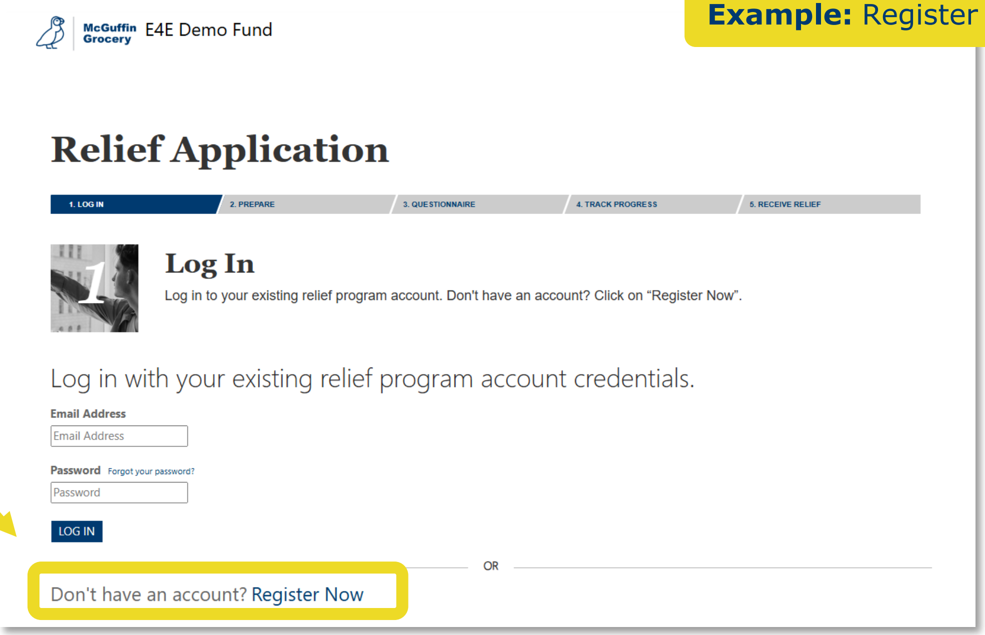
You can find frequently asked questions and program contact information on the applicant support page, which you can navigate to via the “Support” button at the top of the page.



Step 1: Register or Log In

- If this is your first time using the portal, you will need to register.
- Click the "**Register Now**" button and follow the steps to create an account
  - If your portal uses Single Sign-On, you will be prompted to log in using your company credentials
- If you have registered before, log in using your existing credentials

Example: Register Now

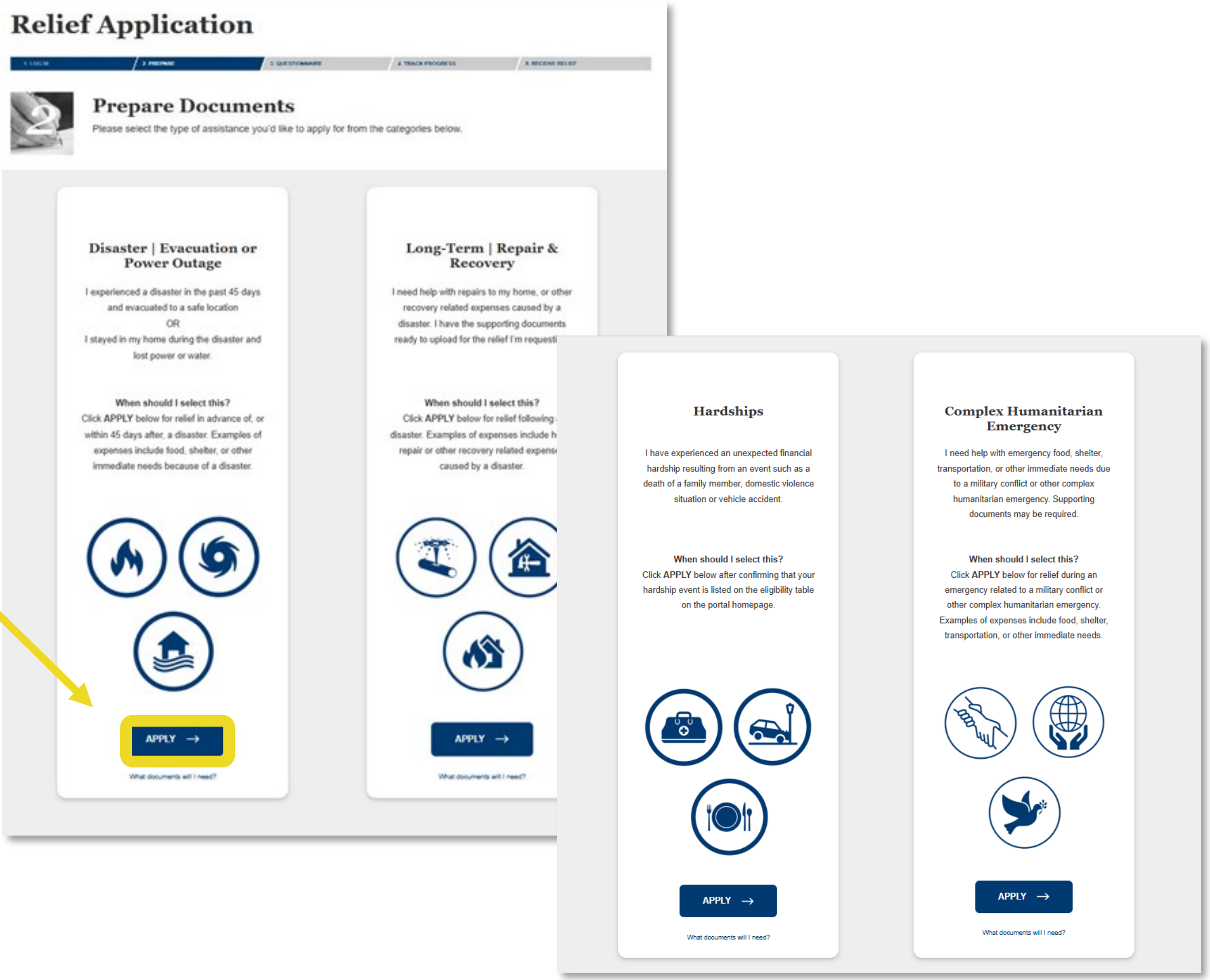


Example: Single Sign-On

Step 2: Select Application Type & Prepare Documents

Once logged in, select "**Apply**" under the application type that most closely describes the event you have been affected by and need assistance to cover expenses. This will determine the types of documentation required.

Tip: If you're unsure what documents might be required, check out the Applicant Resource Center.

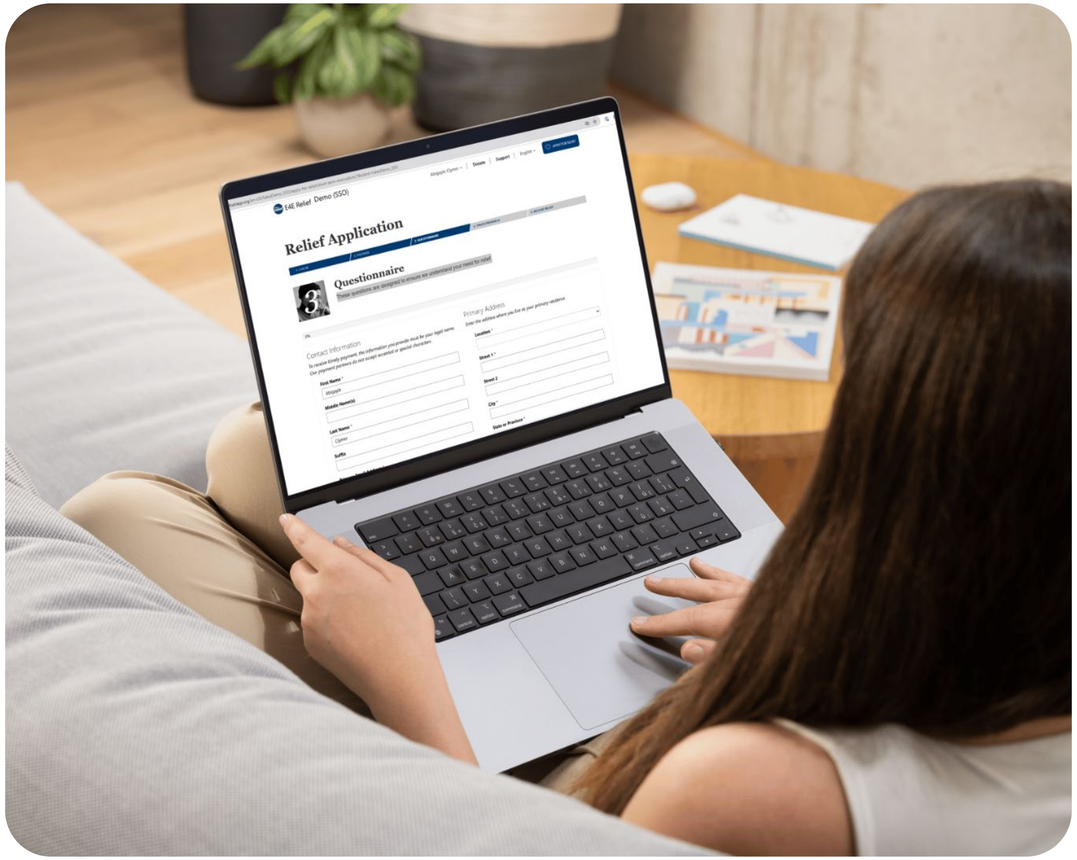


Step 3: Questionnaire

The application questions are designed to gather the information we require to fairly understand your financial need, which could include:

- Contact Information
- Event details
- Expenses

Tip: If you need to pause while applying, your progress will be saved at the last completed page.



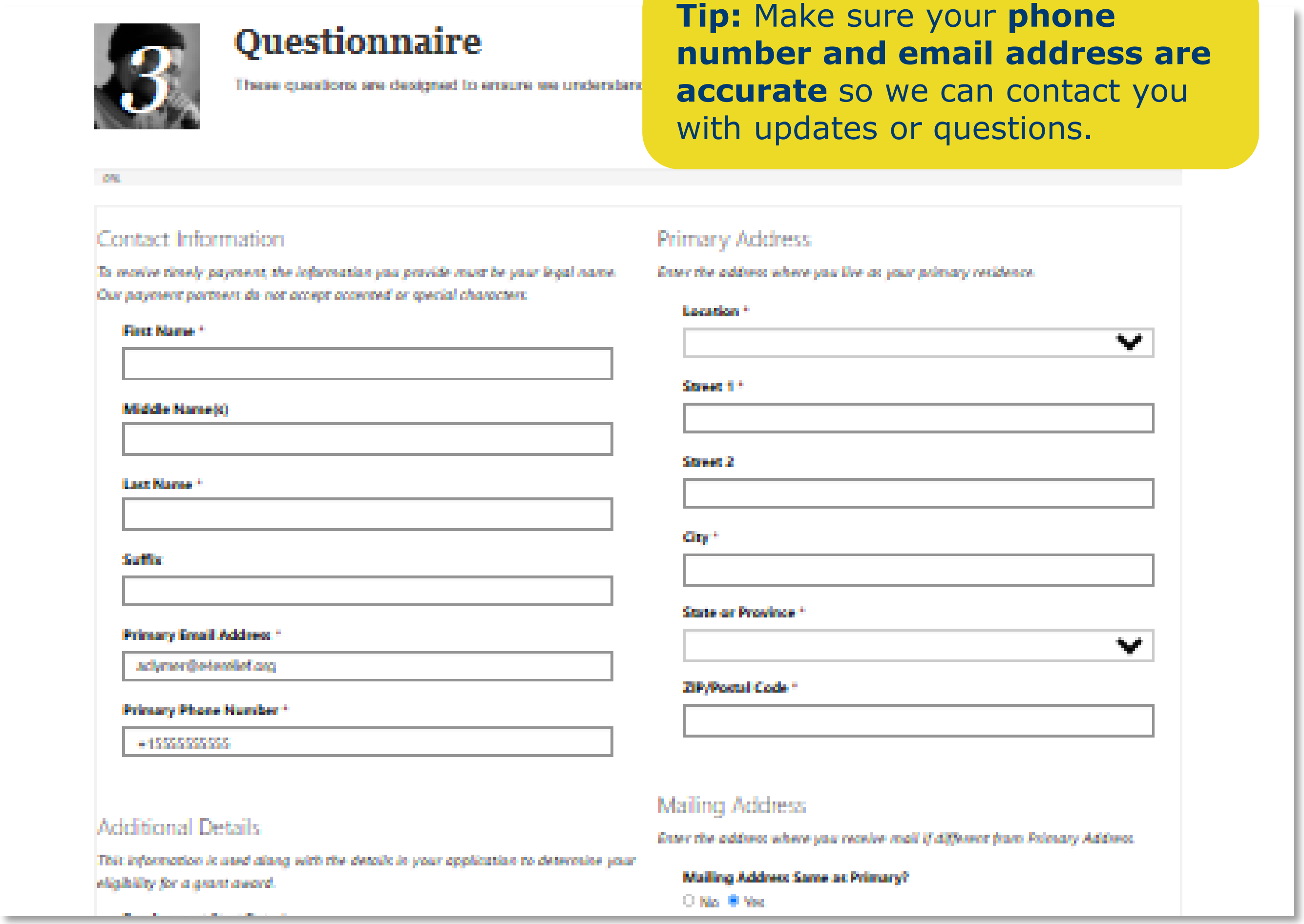
Step 3: Creating your Profile

You'll start with a section to enter your personal details. You'll be asked for:

- Contact information
- Primary and mailing addresses
- Additional details

If you don't meet the eligibility criteria at any point in the questionnaire, you'll see an ineligible message and the application will end.

Tip: Make sure your **phone number and email address are accurate** so we can contact you with updates or questions.

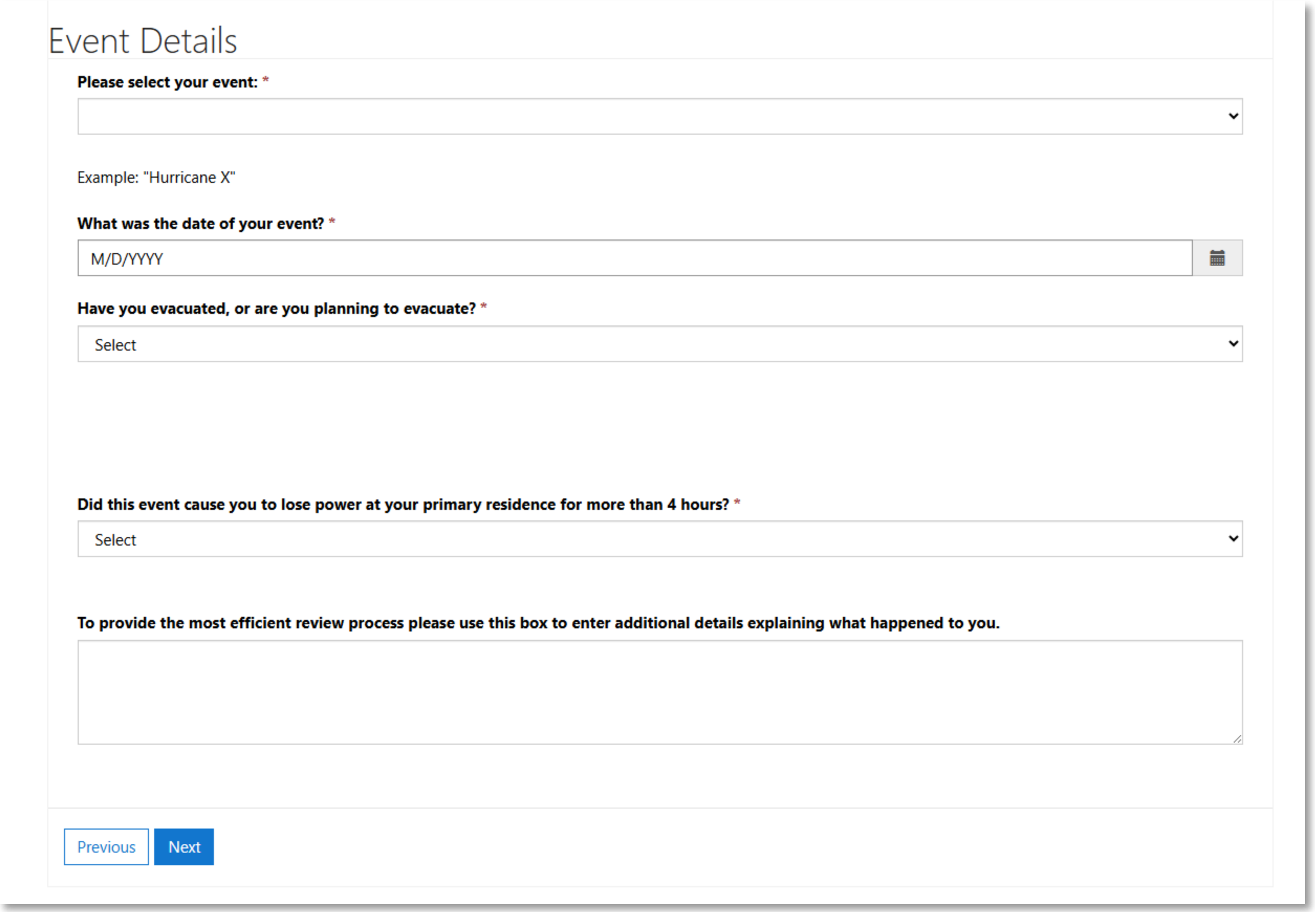


Step 3: Event Details

Now, share information about the event that led you to apply. You'll be asked for:

- Event type
- Date the event occurred
- A brief description of how the event impacted you or your household

Depending on your event type, you may be prompted to upload documentation such as a medical bill, layoff notice, or insurance claim.


Event Details

Please select your event: *

Example: "Hurricane X"

What was the date of your event? *

M/D/YYYY

Have you evacuated, or are you planning to evacuate? *

Select

Did this event cause you to lose power at your primary residence for more than 4 hours? *

Select

To provide the most efficient review process please use this box to enter additional details explaining what happened to you.

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Step 3: Expenses

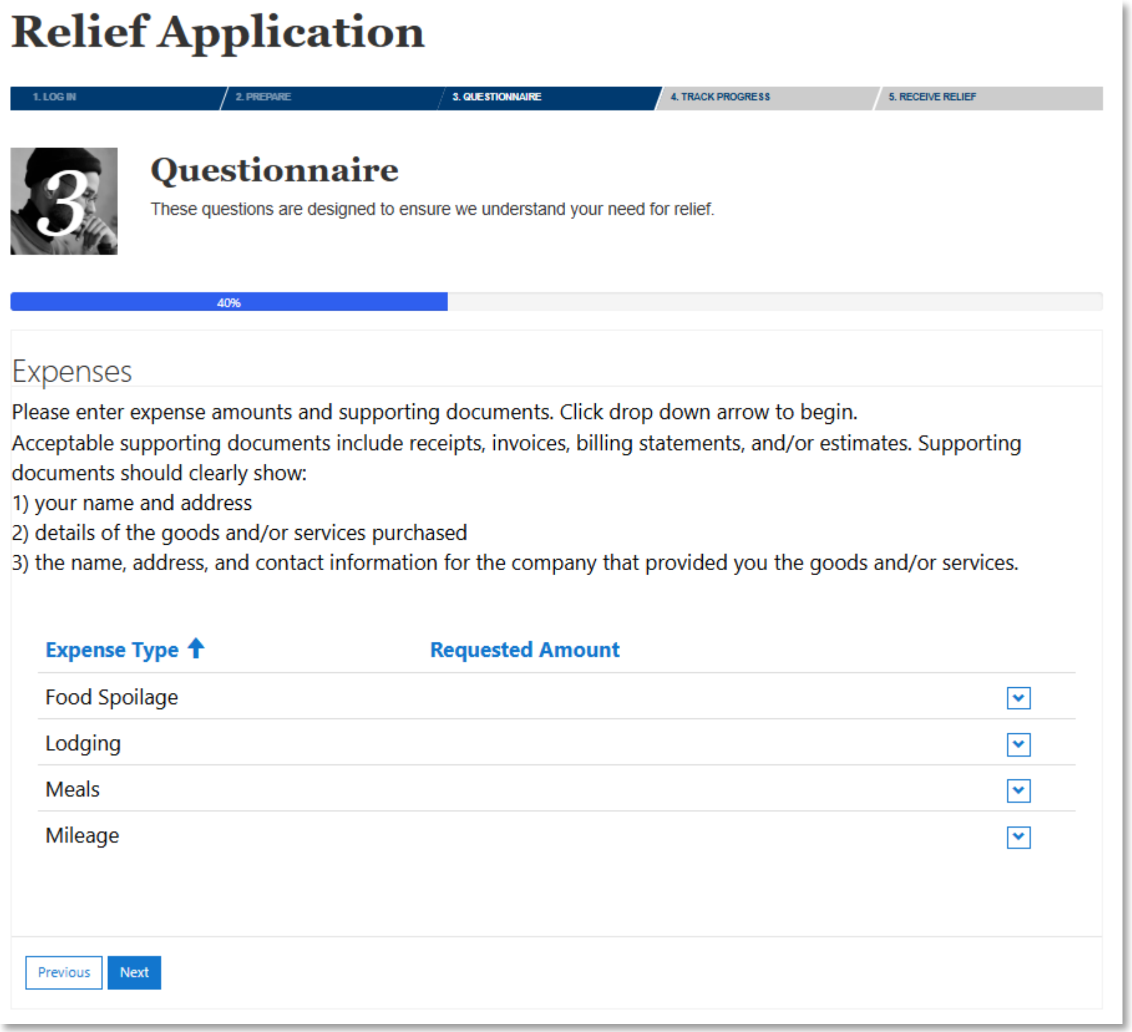
Depending on your application type, enter the expenses you're seeking assistance to cover. For each expense, you'll:

- Enter the amount
- Upload a supporting document (if requested)
    - Ex: Receipt, invoice, billing statement, or estimate

Note: It is possible to upload multiple documents per expense.

Tip: Supporting documents should clearly show

1. Your name and address
2. The goods or services purchased
3. The vendor or service provider's name, address, and contact info



Relief Application

1. LOG IN | 2. PREPARE | 3. QUESTIONNAIRE | 4. TRACK PROGRESS | 5. RECEIVE RELIEF

Questionnaire

These questions are designed to ensure we understand your need for relief.

40%

Expenses

Please enter expense amounts and supporting documents. Click drop down arrow to begin.
Acceptable supporting documents include receipts, invoices, billing statements, and/or estimates. Supporting documents should clearly show:
1) your name and address
2) details of the goods and/or services purchased
3) the name, address, and contact information for the company that provided you the goods and/or services.

Expense Type	Requested Amount
Food Spoilage	
Lodging	
Meals	
Mileage	

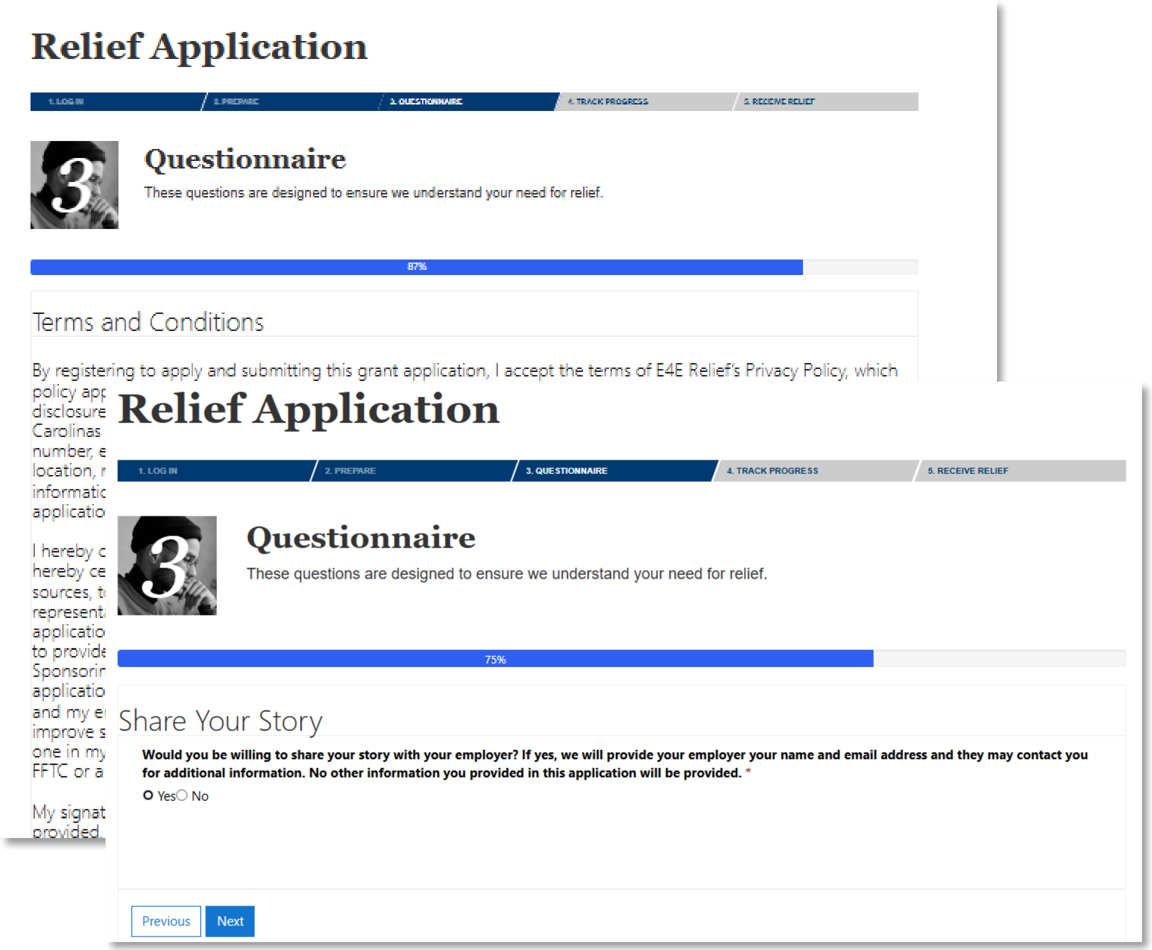
Previous Next

Step 3: Final Questions and Submit

Finally, you must answer the following to complete the application:

- Whether you're willing to share your relief story with a representative from your company
- Your agreement with E4E Relief's terms and conditions

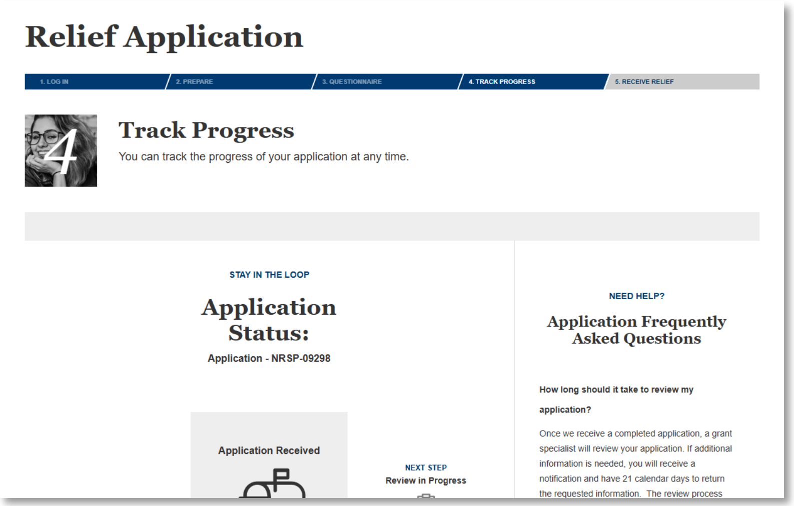
Click **Submit** when ready.



After You Submit: Tracking Your Application

Once you submit your application, you'll be directed to your **personal dashboard**. From there, you can:

- **Track** your application status
- **Access FAQs**
- Upload additional documentation if requested



You can also click the **"My Applications"** tab under your name in the site menu to view your submitted application and check its status.

Status updates, **including grant approval or decline**, will be sent to your **primary email address**.