



# Applying for Emergency Financial Relief

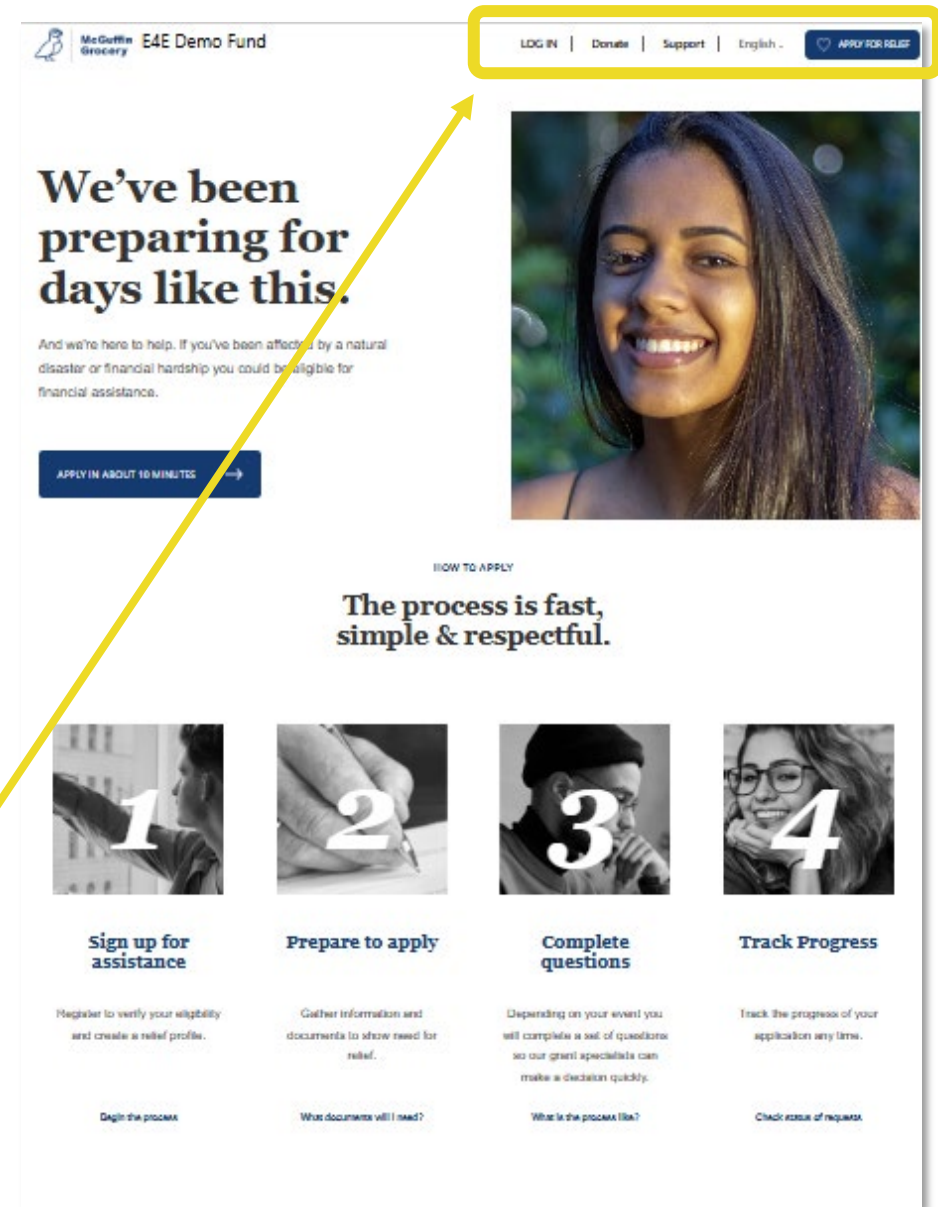
*An Applicant Guide from E4E Relief*

# 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**

McGuffin Grocery E4E Demo Fund

## Relief Application

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

### Log In

Log in to your existing relief program account. Don't have an account? Click on "Register Now".

Log in with your existing relief program account credentials.

Email Address

Password [Forgot your password?](#)

[LOG IN](#)

OR

Don't have an account? [Register Now](#)

**Example: Single Sign-On**

McGuffin Grocery E4E Demo Fund

## Relief Application

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### Log In

Log in using Single Sign-On (SSO)

[LOG IN](#)

# 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](#).

The screenshot displays the 'Relief Application' interface, specifically the 'Prepare Documents' step. The page title is 'Relief Application' with a progress bar showing steps: 1. LOGIN, 2. PREPARE, 3. QUESTIONS, 4. TRACK PROGRESS, and 5. RECEIVE DELIVERY. The main heading is 'Prepare Documents' with a subtext: 'Please select the type of assistance you'd like to apply for from the categories below.' There are four application cards visible:

- Disaster | Evacuation or Power Outage:** Describes experiencing a disaster in the past 45 days and evacuating to a safe location, or staying in one's home during the disaster and losing power or water. It includes icons for a flame, a cyclone, and a house with a lightning bolt. The 'APPLY' button is highlighted with a yellow box, and a yellow arrow points from the text in the first block to this button.
- Long-Term | Repair & Recovery:** Describes needing help with repairs to a home or other recovery-related expenses caused by a disaster. It includes icons for a house with a wrench and a house with a flame.
- Hardships:** Describes experiencing an unexpected financial hardship resulting from an event such as a death of a family member, domestic violence situation, or vehicle accident. It includes icons for a briefcase, a car, and a plate with a fork and knife.
- Complex Humanitarian Emergency:** Describes needing help with emergency food, shelter, transportation, or other immediate needs due to a military conflict or other complex humanitarian emergency. It includes icons for a hand holding a dollar bill, a globe, and a dove.

Each card has an 'APPLY' button and a link to 'What documents will I need?'.

# 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.



### Questionnaire

These questions are designed to ensure we understand your needs.

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

#### Contact Information

To receive timely payment, the information you provide must be your legal name. Our payment portal does not accept accented or special characters.

First Name \*

Middle Name(s)

Last Name \*

Suffix

Primary Email Address \*

Primary Phone Number \*

#### Primary Address

Enter the address where you live as your primary residence.

Location \*

Street 1 \*

Street 2

City \*

State or Province \*

ZIP/Postal Code \*

#### Additional Details

This information is used along with the details in your application to determine your eligibility for a grant award.

#### Mailing Address

Enter the address where you receive mail if different from Primary Address.

Mailing Address Same as Primary?

☐ No ☒ Yes

# 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.

Previous

Next

# 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

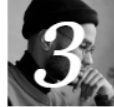
**Note:** It is possible to upload multiple documents per expense.

**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 IN2. PREPARE3. QUESTIONNAIRE4. TRACK PROGRESS5. 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	▼

PreviousNext



# 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.

The image displays two screenshots of the 'Relief Application' questionnaire interface. The top screenshot shows the 'Questionnaire' section with a progress bar at 87%. It includes a 'Terms and Conditions' section with a text area for acceptance. The bottom screenshot shows the 'Share Your Story' section with a question about sharing the story with an employer and a 'Previous/Next' navigation bar at the bottom.

**Relief Application**

1. LOGIN / 2. PREPARE / 3. QUESTIONNAIRE / 4. TRACK PROGRESS / 5. RECEIVE RELIEF

**3 Questionnaire**

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

87%

Terms and Conditions

By registering to apply and submitting this grant application, I accept the terms of E4E Relief's Privacy Policy, which

**Relief Application**

1. LOGIN / 2. PREPARE / 3. QUESTIONNAIRE / 4. TRACK PROGRESS / 5. RECEIVE RELIEF

**3 Questionnaire**

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

75%

Share Your Story

Would you be willing to share your story with your employer? If yes, we will provide your employer your name and email address and they may contact you for additional information. No other information you provided in this application will be provided. \*

☐ Yes ☐ No

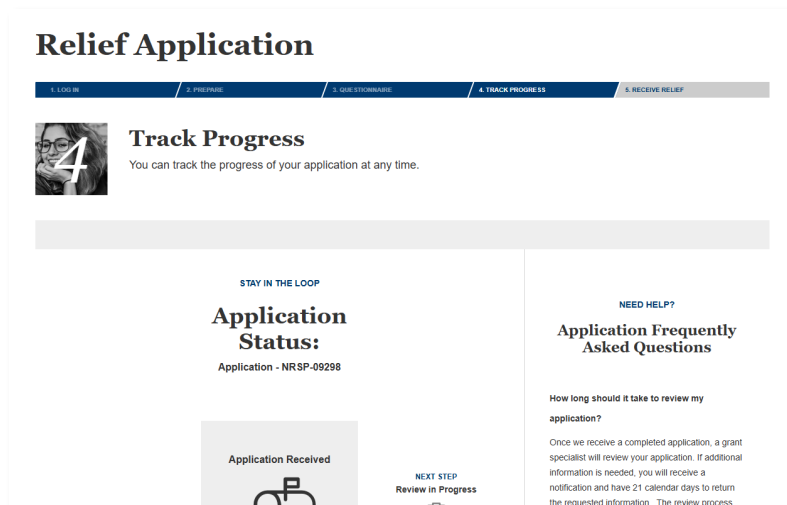
My signature provided.

Previous Next

# 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**.

