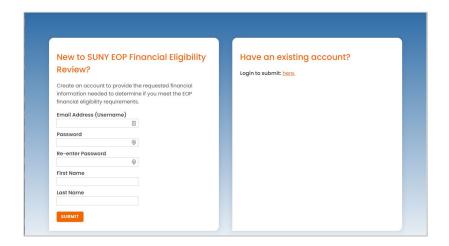
Quick Start Guide EOP Financial Eligibility Review Process



This Quick Start Guide provides an overview of the process applicants will go through to complete the financial eligibility review.

Creating an Account

On the **Create Account** screen, the applicant will register by adding their email address, desired password, and name. Once done, the applicant will click **Submit** to proceed.



After creating an account, applicants will move to the EOP financial information screens.

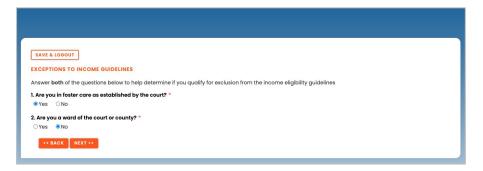
At any time during the EOP financial eligibility review process, applicants can click **Save & Logout** to save the information and return later.

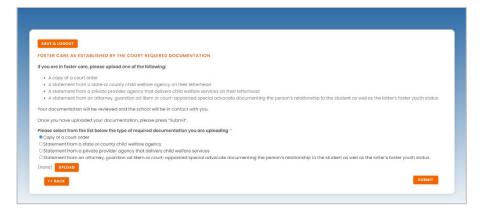


Foster Care/Ward of the Court (Exceptions to Income Guidelines)

If an applicant selects "Yes" to either 1. "Are you in foster care as established by the court?" or 2. "Are you a ward of the court or county?", the applicant will advance to a required documentation upload page where the applicant will select the type of file they are uploading.

This is the final step for applicants who are in foster care or a ward of the court/county. Once the document is uploaded, the applicant will use the submit button to complete the process. Applicants will receive a confirmation email with next steps.



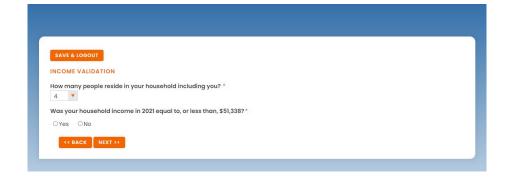


The student-submitted documentation will be available to all campuses selected by the applicant in the EOP Platform.

Income Validation

Applicants who mark "No" to the income exceptions will be moved to the income validation section.

Questions in this section include, "How many people reside in your household including you?" followed by a question asking "Is your household income equal to, or less than, [the respective income limit]?".



The amount noted in this section is based on EOP income guidelines.

Selecting "No" to "Is your household income equal to, or less than, [the respective income limit]?" will move applicants to a page letting them know they do not appear to meet the income requirements and they will be directed to press **Close**.

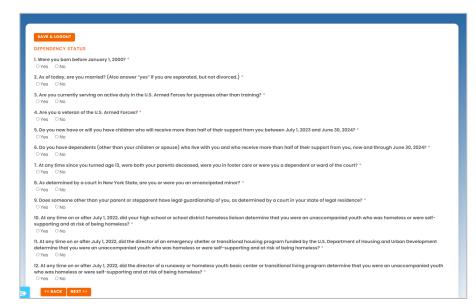
Once the applicant presses **Close**, they will receive a confirmation email with next steps.

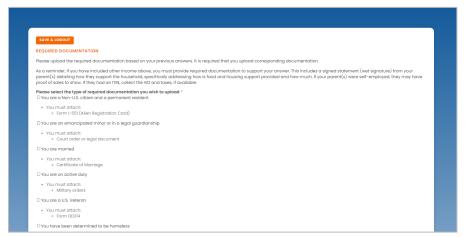
Dependency Status

Selecting "Yes" in the **Income**Validation screen will move applicants to a page of questions confirming dependency status.

Answering "No" to *all* **Dependency Status** questions will lead to further questions on parent demographics, household information, household income, household assets, and then to a prompt for required documentation based on those answers.

Answering "Yes" to any **Dependency Status** question will lead to further clarification on household information, household income, household assets, and to a prompt for required documentation based on those answers.





After submitting all documentation, applicants will be asked to certify their understanding.



The applicant will then receive a message and email in response.

Applicants who are potentially financially eligible will be submitted to Verification Gateway to complete the income verification portion of the process.