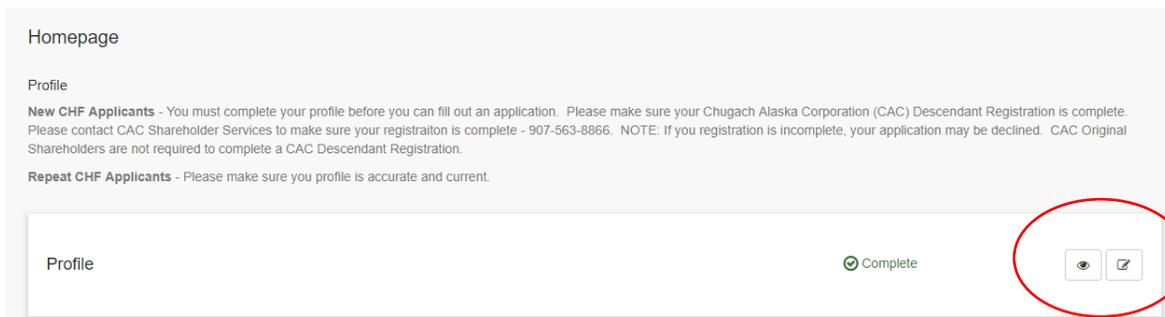




## Chugach Heritage Foundation *Scholarship Portal – Application Submission Instructions*

The CHF team is excited to finally release our new Scholarship Portal! Here, applicants will be able to update their profile, submit new scholarship applications, and check your award status. Below are a few simple steps to follow when filling out a new scholarship application.

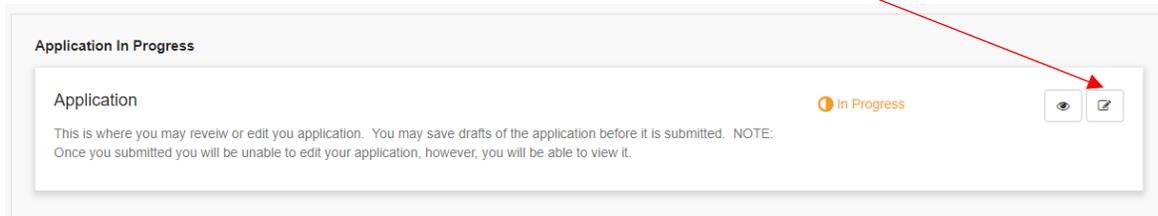
**Step 1.** Always make sure your Applicant Profile is current and accurate (i.e. phone number, email or address changes, name changes, etc.)



**Step 2.** Once your profile is up-to-date, select the 'Get Started' button to begin a new application.  
*(Note: Applicants are now required to submit a new application each term they are applying for CHF scholarship funds)*



**Step 3.** Begin filling out the application by selecting the 'Edit' button. The 'eye' button will allow you to only view your application.





**Step 4.** Select the application you wish to apply for and complete the fields for that application. At the bottom of each application is where you will submit your required documentation. You can save your application as a 'Draft' and complete and submit at a later date.

**Program Information**

Which application category are you applying for? \*

College

Program Category

Program Classification

Name of Program

**Documentation**

Copy of license/certificate/official transcript confirming completion

+ Select a file

Official Transcripts

+ Select a file

Course Schedule

+ Select a file

Admissions Letter

+ Select a file

Saved at 2:55:00 PM

Save Draft Save

**Step 5.** Once you've completed your application and it is ready to be submitted, the GREEN 'Submit' button will become available. Please read all CHF Policies & Requirements before submitting your application.

**Application In Progress**

Application Complete

This is where you may review or edit your application. You may save drafts of the application before it is submitted. NOTE: Once you submitted you will be unable to edit your application, however, you will be able to view it.

Application Submission

**CHF Policies & Requirements**

When you have completed every section of the application, the "Submit" button to the right will become green and clickable. Your application submission is not fully submitted until the applicant clicks the green "Submit" button.

**Once you click the GREEN "Submit" button, you agree to the Chugach Heritage Foundation scholarship program policies**

Submit

Once your application has been submitted, you will be able to log-in and check the status of your award. Once your application says "Awarded", you will be able to view the check information (date, amount, check number).

The on-line application can be found on the CHF website, under the 'Scholarships' page and click on 'Scholarship Portal'. If you have any questions, please contact the CHF office at **907-261-0400**, Toll Free at **844-461-0400** or [scholarships@chugach.com](mailto:scholarships@chugach.com).