



## Exit Checklist

**Directions:** Use this checklist to ensure you have completed your exit paperwork. Send exit paperwork, including this checklist, to the NC Campus Compact office. **Please make a copy for your files before submitting originals.** Thanks!

NC-ACTS! AmeriCorps Member Name: \_\_\_\_\_  
(Please Print)

College/University: \_\_\_\_\_

**ALL EXIT PAPERWORK IS DUE IN THE NC CAMPUS COMPACT OFFICE WITHIN 15 DAYS OF COMPLETING THE PROGRAM.**

**Send to NC-ACTS! AmeriCorps Program at NC Campus Compact office:**

- Corporation for National and Community Service Exit Form\*  
\* Be sure to include your updated contact information
- Site Supervisor Evaluation (this can be sent directly to the NC Campus Compact office also)
- Final Time Log (if not submitted previously)
- This Checklist

**The following program requirements must also be met in order to successfully exit the NC-ACTS! Program**

- Complete two Reflection Sessions with your Campus Coordinator

Campus Coordinator Signature verifying completion of reflections:

\_\_\_\_\_

- Complete the Member Survey (Access through Survey Monkey website – link sent to you via e-mail by NC-ACTS! Program staff. The subject line reads “NC-ACTS! End of Service Survey”)

**Accessing your Education Award**

- Once you complete your hours, you must establish an account via that online payment system established by the Corporation for National and Community Service in order to access your \$1000 education award. (See attachment)



## ACCESSING THE ONLINE PAYMENT SYSTEM FOR YOUR EDUCATION AWARD

In order to access your \$1000 education award, you must establish an online account. You can establish the account as soon as you are enrolled in the program but it will show a zero (\$0) balance until you complete the program requirements and are officially exited. Below are the instructions to establish the account.

### **STEP ONE**

Visit this link: [http://www.americorps.org/for\\_individuals/online/index.asp](http://www.americorps.org/for_individuals/online/index.asp)

### **STEP TWO**

Click on the highlighted link **[Click here to log in to My AmeriCorps today!](#)** This will take you to the My AmeriCorps homepage.

### **STEP THREE**

Click on the highlighted text beneath the LOGIN box **[Register to create a new Member/Alum account](#)**

### **STEP FOUR**

Under Member/Alum Information, enter the personal information requested (this is a secure site). Then click **SUBMIT**.

You will receive the following message on the screen:

*Thanks for your registration, [YOUR NAME]. An e-mail has been sent to you at [THE E-MAIL YOU PROVIDED] with further instructions.*

### **STEP FIVE**

You will receive an e-mail with the subject line: ***AmeriCorps Online Payment System Registration from the National Service Trust.*** In the body of the e-mail you will be provided with a link that you will need to click to complete your registration. Please note that you will only have 72 hours to access the link.

### **STEP SIX**

The link will lead to a page where you can create a user name and password. Please note that the usernames must be no less than eight characters in length. Also, your password must contain at least one uppercase letter, at least one lowercase letter and at least one digit. (They really mean it!)

### **STEP SEVEN**

Once you create your username and password, you will be taken to the Home Page of the AmeriCorps Online Payment System that will contain your personal information. From this site, you can update your contact information, view your award balances, and submit and track payment requests.

If you have any difficulties with the online payment system, contact the National Service Trust, the agency that maintains the funds for AmeriCorps programs at [epayments@americorps.gov](mailto:epayments@americorps.gov) or by calling the Trust hotline at 1-888-507-5962.