

Instructions for Completing the Confidential Financial Services Online Application:

Step 1: Go to <u>www.cfslogin.com</u> and either login to your account or create a new account if you do not yet have one.



Step 2: Once logged in, select "Apply for Tuition Assistance" from the options on the left.

| (| CFS | |
|---|---|--|
| | Home Contact CFS Apply for Tuition Assistance Manage Your Account View Application Status | Welcome! Here is the personal information we have on record for you: Name Address Home Phone: Day Phone: If you need to modify any of this information, please select "Manage Account Information" using th function. |
| | Print an Application Instructions/Worksheets Get Budget/debt helps Refund Policy | |

Step 3: Enter your school number (provided by your school) and select the school year for which you are applying

| Apply for Tuition Assistance |
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| Select School Year |
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Step 4: Follow the prompts to pay through PayPal. You do not need a PayPal account, just a credit or debit card.

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| Home Contact us Privacy | Overview of the application process To complete the application process requires 2 steps: 1. Complete the online application 2. Submit the requested items to CFS for verification (you will receive an email listing what to send). You may log back in at any time to see the status of your application, verification items received, and any faxes that you may have sent us. Continue to payment screen |
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Step 5: Once you make your payment, make sure to follow the prompts back to Confidential Financial Service's website, where your application will be opened for you to fill out.

Part 1:

| PayPal | |
|----------------------|---|
| | |
| You paid \$35.00 USD | |
| to SchoolRIGHT, LLC | |
| Details | |
| | |
| | |
| Paid with | |
| \$55.00 050 | |
| Shipped to | |
| | |
| | |
| | |
| Purchase details | |
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| | |
| Merchant details | |
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| Deturn to Marshart | |
| Return to Werchant | |
| | |
| Part 2: | |
| | |
| | |
| | |
| Home | |
| Contact us | Thank you! You have successfully completed the payment process. |
| Privacy | Proceed to the CFA application |
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Step 6: Fill out the application, making sure only to submit the application once completed. If you have any questions during the process, select the link to view online instructions.

| (This is the explanation you entered:) | | | / | | | |
|--|---------------------|-----------------------|-----------------|--|--|--|
| Please print a copy of this page for your records! | | | | | | |
| | | | | | | |
| Go Back at | nd Change Something | Submit: This informat | tion is Correct | | | |
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Step 7: Once complete, you will receive an email requesting supporting documents for the verification of your application as well as where to send those documents. CFS will begin verifying your application once they begin receiving documents from you and will reach out if they have further questions.