

SACRAMENTO METROPOLITAN



AIR QUALITY
MANAGEMENT DISTRICT

**CLEAN CARS
4 ALL**

Clean Cars 4 All Program

Application Resource Guide

Version 3.0

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Required Documentation to Prepare for Application

Prior to applying to this program, please prepare the following required documentation. Your application will not be considered complete unless you submit the following documents.

1. Income Verification

- IRS Tax Account Transcript. You can download the transcript online at: <https://www.irs.gov/individuals/get-transcript>
- **If you did not file taxes**, you must submit a **Notarized Household Income Affidavit** and **Letter of Non-filing Letter**. The Household Income Affidavit will be available for download through your application portal. You may download the Letter of Non-filing online at: <https://www.irs.gov/individuals/get-transcript>

2. Registration History

- 2 year's (24 months) of past DMV registration history to demonstrate that you've been driving the vehicle in California for the last 2 years. You can download a copy of your vehicle's registration history online at: <https://www.dmv.ca.gov/portal/dmv/detail/online/vrr>

Please note: Your vehicle must be registered to your current address in Sacramento County at the time of your application submission.

3. Proof of Operability: If vehicle is not registered.

- **Insurance Documentation:** Past two consecutive years, without lapses in coverage greater than 120 days; or
- Two invoices from an Auto Repair Dealer registered with the Bureau of Automotive Repair. Invoices must be from two separate calendar years the oldest may not be older than 24 months.

Invoices must include the following:

- Automotive Repair Dealer's valid registration number
- Name and address of the Automotive Repair dealer
- Description of repair or maintenance performed on the vehicle, vehicle year, make, model, identification or license plate number, and date of the repair.

4. Additional Required Documentation:

- **Vehicle Title:** Vehicle title must be in applicant's name.
- **Driver's License:** Valid California driver's license. *Please note:* If your DL does not reflect your current address, you must update your current address with DMV and provide confirmation of the change (screenshot or print-out).
- **Proof of Residency:** Required if California Driver's License does not reflect current address. Acceptable documentation includes utility bill, cell phone bill, pay stub, property tax, etc.

How to Apply in Fluxx Online Granting System

Follow instructions below to complete an online application. If you need a paper application, please email our Case Management team at CleanCars4All@airquality.org.

1. To be considered for funding, you must complete an online application.
2. To begin your online application, start by creating a user account for the Fluxx portal. To create a user account and access the online application please visit:
<https://saccleancars4all.fluxx.io/>
3. Please click on the "Create an Account Now" to start, and ensure you have entered accurate information (including email address) when completing the registration form.
4. You will then receive an email notification from Sacramento Metropolitan Air Quality Management District with login information, which will give you access to the portal and application.

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Please fill out your contact information below to register for an account and gain access to the Grantee Portal. Required fields are in bold.

Language Preference
English

Primary Contact Info

First Name

Last Name

Phone

Phone Extension

Email

5. Enter your personal information and click "submit request".
6. After you submit your request, you will receive a confirmation email asking you to verify your account and create your password. Check your spam folder, as the email may end up there.
7. Create a password and click "set password and login". You will be immediately granted access to the system.

SET YOUR PASSWORD

Password

Password confirmation

Cancel

Set Password and Log in

8. Once you register you can complete the application by clicking the green text box, **“Apply for Clean Cars 4 All Grant”**.

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INFORMATION (4)

Grantee Portal

Clean Cars 4 All

PEOPLE (1)

User Profile (1)

APPLICATIONS

Draft Applications

Submitted Applications

Information Requested

Withdrawn / Canceled

GRANTS

CLEAN CARS 4 ALL

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[Apply for a Clean Cars 4 All Grant](#)

The links under each category on the left side of the page represent your user or organization information at c in the application/grant cycle.

9. If you require additional assistance creating your account, please contact your Clean Cars 4 All Case Manager.

Frequently Asked Questions

Which year to do you need me to provide my income information for?

Answer: This depends upon when you last filed your taxes. If you have filed your taxes for 2019, please provide the 2019 Tax Account Transcript. If you have not filed your taxes for 2019, but did for 2018, please provide proof of your extension for 2019 in addition to the 2018 Tax Account Transcript.

If you did not file taxes for either of those years, please request a Letter of Non-filing for 2019. You will also need to fill out the Household Income Affidavit form to reflect your total income from 2019. The Household Income Affidavit is available for download through your application portal.

How do I know if I need a Tax Account Transcript or a Letter of Non-filing?

Answer: If you filed your taxes for 2019, you should be able to request your Tax Account Transcript from the IRS.

If you have not filed taxes for 2019, you should be able to request a Letter of Non-filing for the year 2019.

Income Verification

Ways to Access your Tax Account Transcript from the IRS

You may request your information from the IRS through any one of the following options.

Tip: To avoid delaying the time it takes to access your tax records from the IRS, we highly recommend that you first try to do the Online Instant Download (Option 1).

Please note: Option 1 requires that you provide information connected to a financial account, such as a credit card, student loan, auto loan, mortgage or home equity loan, home equity line of credit. If you have never had any of these types of financial accounts, we recommend you proceed with one of the other options listed below.

Online Options:

1. Online Instant Download
2. Online request by mail

Other Options:

3. Request by mail or fax
4. Call to request by mail (automated self-service line) *
5. Schedule an appointment at the IRS office. *

****These options are not currently available due to the COVID-19 Health Crisis. Please proceed with one of the other options until further notice.***

Ways to Access your Letter of Non-filing from the IRS

You may request your information from the IRS through any one of the following options.

Tip: To avoid delaying the time it takes to access your tax records from the IRS, we highly recommend that you first try to do the Online Instant Download (Option 1).

Please note: Option 1 requires that you provide information connected to a financial account, such as a credit card, student loan, auto loan, mortgage or home equity loan, home equity line of credit. If you have never had any of these types of financial accounts, please proceed with a different option.

Online Options:

1. Online Instant Download
2. Online request by mail

Other Options:

3. Request by mail or fax
4. Schedule an appointment at the IRS office*

****These options are not currently available due to the COVID-19 Health Crisis. Please proceed with one of the other options until further notice.***

How to Request Documents from IRS

This section provides detailed, step-by-step directions for each of the above options.


Tip: When going to the IRS website to request your transcript, use the **Internet Explorer browser to allow for instant document downloads**. We also recommend submitting the request on a computer rather than on a smartphone device. Reach out to your Case Manager if you require additional assistance accessing the IRS.

Option #1: Online Instant Download

- Start by navigating to <https://www.irs.gov/individuals/get-transcript>.
- Click on the blue button that says, **“Get Transcript Online”**.

The screenshot shows the IRS website's 'Get Transcript Online' page. The top navigation bar includes links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. A sidebar on the left lists various user categories: Students, Employees, Parents, Military, Seniors & Retirees, Businesses and Self-Employed, Charities and Nonprofits, International Taxpayers, and Government Entities. The main content area is divided into two columns. The left column, titled 'Request Online', lists 'What You Need' (SSN, date of birth, filing status, mailing address, email account, personal account number, and a mobile phone) and 'What You Get' (transcript types, download/print options, and login credentials). A blue button labeled 'Get Transcript Online' is at the bottom of this column. The right column, titled 'Request by Mail', lists 'What You Need' (SSN or ITIN, date of birth, and mailing address) and 'What You Get' (transcript types delivered by mail within 5 to 10 calendar days). A blue button labeled 'Get Transcript by Mail' is at the bottom of this column.

- If you do not already have an online account with the IRS, click **“Create Account”**. If you already have an online account with the IRS, enter your information to Log In (You may skip ahead to **“step p”** of this guide).



Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!


Username

LOG IN >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

- Click **“Continue”** on the next page.



You will need to register in order to use this service

Registration is

Fast: Signing up only takes about 15 minutes

Secure: Only you will have access to your tax information

Convenient: you will only need to verify your identity once

Free: There is no charge to sign up *(Message and data rates may apply to send a security code to your mobile phone)*

Before we get started, we're going to ask you some simple questions to make sure you have everything you need.

CONTINUE >

[Help](#) | [IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

- Click **“Yes”** after gathering your information.



You will need some information about yourself to register

Please have the following information and materials to complete registration:

- Full Name
- Email
- Birthdate
- Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
- Tax filing status
- Current address

Do you have this information available?

YES >

NO

- Click “Yes” after gathering your information.



You need a financial account to register

To verify your identity, we will need a number from ONE of your financial accounts. We can use any of the following:

- Credit Card **OR**
- Student Loan **OR**
- Mortgage or Home Equity Loan **OR**
- Home Equity Line of Credit **OR**
- Auto Loan

You will only need to provide the loan account number or a few digits from a credit card number. We only use this information to verify your identity. **You will not be charged any money and are not sharing any account balances or other financial information with us.**

A soft inquiry will show up on your credit report to let you know that the IRS accessed your credit report information. This will not increase or decrease your credit score and lenders will not be able to see this.

Do you have this financial information available? (If you don't have the account information on hand, you should answer 'No'.)

YES >

NO

- Read through and click “Continue”.



You need a phone number or a verified address

We'll need one more way to verify your identity. The easiest way is to send a code to your phone by text message (SMS). Your phone must be a U.S.-based mobile phone number associated with your name.

You can also complete identity verification by receiving a letter in the mail. If you choose this method, you'll either need a U.S.-based phone number OR an iPhone, iPad, or Android device to complete registration.

CONTINUE >

- Fill out your complete information. When complete, click **"Send Code"**. Check email for code.



Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

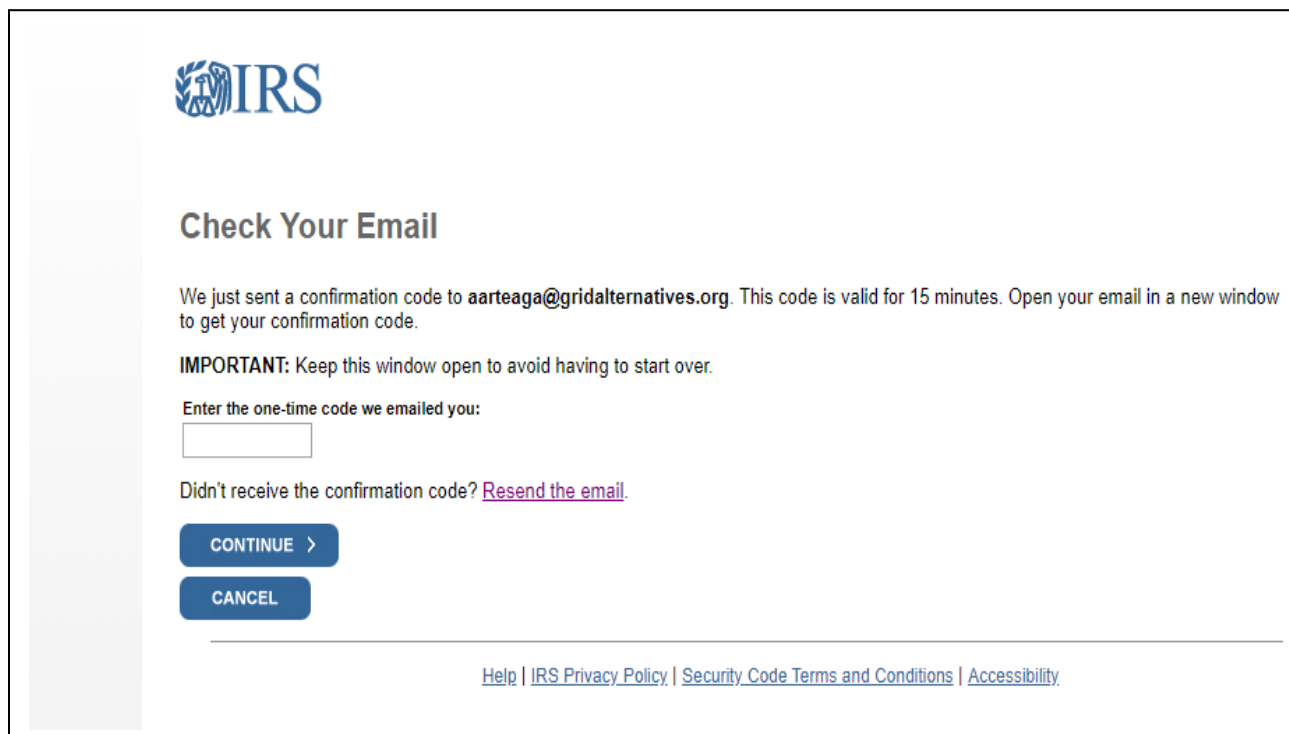
Confirm Email Address


A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

SEND CODE >

CANCEL

- Enter the code that was sent to you via email. When complete, click “Continue”.





Check Your Email

We just sent a confirmation code to **aarteaga@gridalternatives.org**. This code is valid for 15 minutes. Open your email in a new window to get your confirmation code.

IMPORTANT: Keep this window open to avoid having to start over.

Enter the one-time code we emailed you:

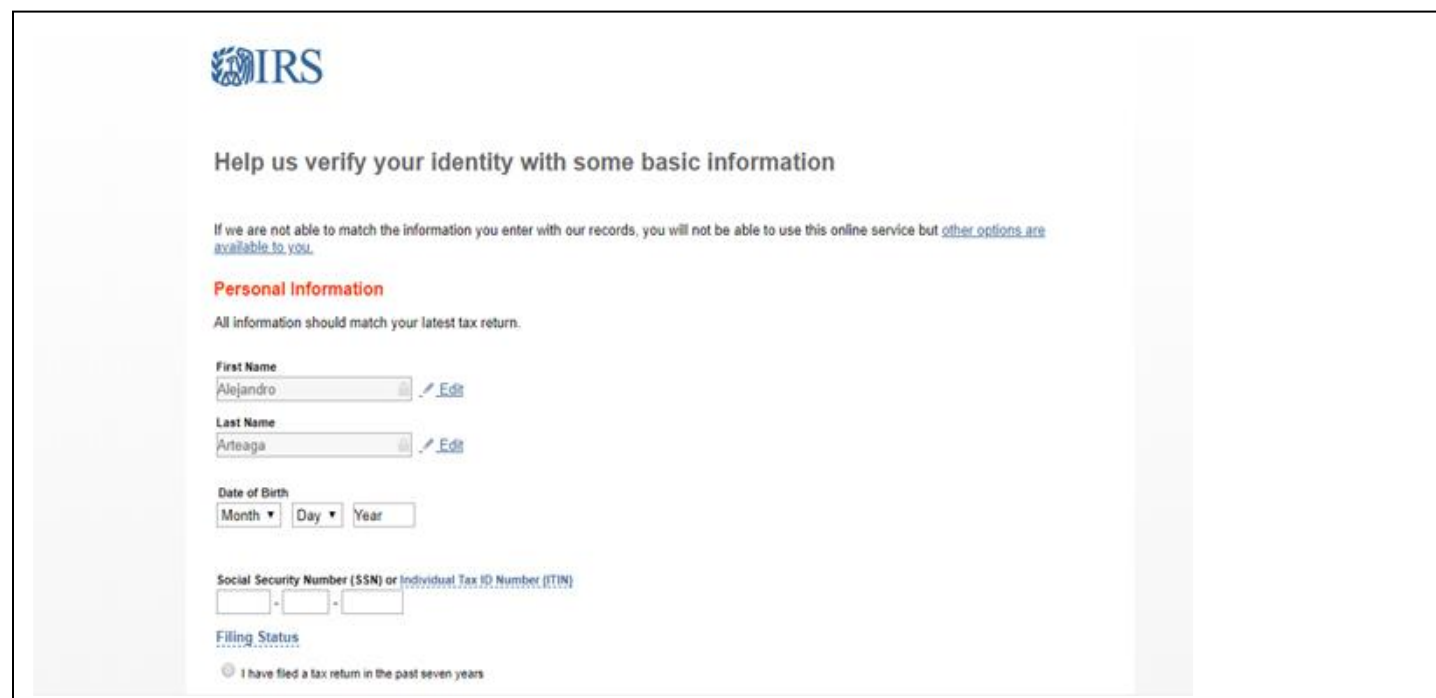
Didn't receive the confirmation code? [Resend the email.](#)


CONTINUE >

CANCEL

[Help](#) | [IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

- Once you finish confirming the code, enter your personal information, so that you can verify your identity.







Help us verify your identity with some basic information

If we are not able to match the information you enter with our records, you will not be able to use this online service but [other options are available to you.](#)

Personal Information

All information should match your latest tax return.

First Name
Alejandro 

Last Name
Arteaga 

Date of Birth
Month Day Year

Social Security Number (SSN) or Individual Tax ID Number (ITIN)
 - -

Filing Status

☒ I have filed a tax return in the past seven years

- Select which information you would like to provide to verify your account with the IRS by clicking on the circle to mark your selection. Type your information into the blank text box. Then click **“Continue”**.

Verify your financial account number

To prevent identity theft and protect the security of your tax information, you will need to verify your identity.

Provide one of the following active account numbers:

☐ Last 8 digits of credit card

(We are unable to verify debit cards, corporate cards, or American Express cards)

☐ Student loan account number

☐ Auto loan account number

☐ Mortgage or home equity loan account number

☐ Home equity line of credit account number

☐ I don't have a current credit card, student loan, auto loan, home equity loan, or mortgage

By providing financial account information, I authorize the IRS to access my credit report for the purpose of verifying my identity.

CONTINUE >

Financial account information

We will only use this information to verify your identity. You will not be charged any money and are not sharing any account balances with us.

A soft inquiry will show up on your credit report to let you know that the IRS accessed your credit report information. This will not increase or decrease your credit score and lenders will not be able to see this.

If you have a credit freeze, you authorize us to bypass that freeze to verify your identity.

If you do not wish to or cannot provide the information, you will not be able to register but other [options are available to you](#).

- You will then be asked to verify your phone number. Type your phone number into the text box and click **“Send Message”**.



Verify your phone number

We need to verify that your personal information matches the subscriber information for your US-based mobile phone account. By continuing, you authorize your wireless carrier to disclose information to the IRS and its third-party service providers about your account, such as subscriber status, device details and plan type, if available, to support identity verification and fraud prevention. See our [Privacy Policy](#) for how we treat your data.

We may not be able to verify all mobile phone numbers. We can't verify landlines, some prepaid phones, or virtual phone numbers like Google Voice.

Enter your mobile phone number:

SEND MESSAGE >

CANCEL

By continuing, you opt-in to receive a one-time code via text message or phone call each time you log in. Message and data rates may apply. We won't use your phone number for any other communication.

Don't have a mobile phone or can't verify your phone number? Try these alternative options.

[Receive an activation code by postal mail \(~10 business days\)](#). Selecting this option will allow you to create your username and password, but you won't be able to access the online service today. You'll need to come back to activate your account after you receive the activation code in the mail.

[Review alternatives to using this online service](#). These options will not allow you to complete registration for this online service.

- Now you will be invited to create your user profile. Create a username and password to use for your IRS profile. Remember to include your email address.



Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

Create a Username and Password

Username

Password

Re-enter Password

Enter a username of your choice. The username should be 8-64 characters and cannot be an email address, SSN, or contain a space, or a special character (!@#\$%^&*).

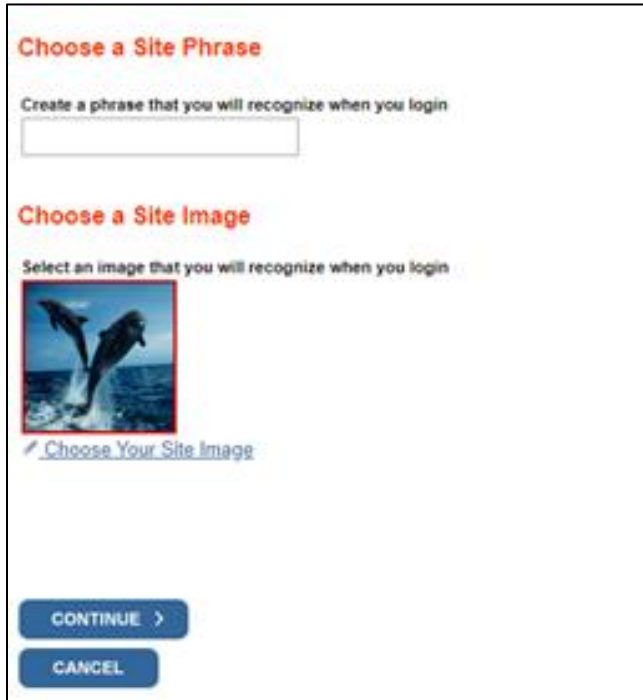
Password Rules:

- Between 8 and 32 characters long
- Must contain at least one numeric and one special character (!@#\$%^&*)
- At least one uppercase and at least one lowercase letter
- Matching password must be re-entered.

Email

- You will be asked to **"Choose a Site Phrase"**. For this section, type in a phrase that you will recognize/will sound familiar to you each time you log into your IRS account.

- To select a Site Image, click on “**Choose a Site Image**”. Then, select the image you would like to appear as familiar each time you log into your IRS account. Click “**Continue**” when finished.



The screenshot shows a web form with two main sections. The first section, titled "Choose a Site Phrase" in red, contains the instruction "Create a phrase that you will recognize when you login" and a text input field. The second section, titled "Choose a Site Image" in red, contains the instruction "Select an image that you will recognize when you login" and a square image of two dolphins jumping out of the water. Below the image is a blue link that says "Choose Your Site Image". At the bottom of the form are two blue buttons: "CONTINUE >" and "CANCEL".

- Use the drop-down menu to select the reason you need a transcript.
 - If you have filed taxes for 2019 → Select “**Adjusted Gross Income**”.
 - If you have not filed taxes in the last year → Select your “**Letter of Non-filing**”.

Get Transcript

Select a reason you need a transcript:

Customer File Number: ?

Select Reason

Select Reason

Higher Education/Student Aid

FEMA/Disaster Related

State or Local Tax Issue

Mortgage Related

State Licensing

Income Verification

Federal Tax

Small Business Loan

Health Care

Immigration

Housing Assistance

Adjusted Gross Income

Other

GO >

[IRS Privacy Policy](#) | [Privacy](#)


icce-webapp (version 2)

Option #2: Online Mail Request

- Start by going to <https://www.irs.gov/individuals/get-transcript>.
- Click on the blue button, “Get Transcript by Mail”.

Request Online	Request by Mail
What You Need <p>To register and use this service, you need:</p> <ul style="list-style-type: none">• your SSN, date of birth, filing status and mailing address from latest tax return,• access to your email account,• your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and• a mobile phone with your name on the account.	What You Need <p>To use this service, you need your:</p> <ul style="list-style-type: none">• SSN or Individual Tax Identification Number (ITIN),• date of birth, and• mailing address from your latest tax return
What You Get <ul style="list-style-type: none">• All transcript types are available online• View, print or download your transcript• Username and password to return later	What You Get <ul style="list-style-type: none">• Return or Account transcript types delivered by mail• Transcripts arrive in 5 to 10 calendar days at the address we have on file for you
Get Transcript Online	Get Transcript by Mail

- When you click on this you will be directed to the next page where you will see a warning page. Go ahead and click on “OK” to proceed.

Contact Us | Exit | Español

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

[OK](#)

- Enter your information.

Tip: When entering your address, use abbreviations,

(Ave, St, Ct, Blvd). The website is very sensitive about how addresses are input.

If the request does not go through, try again and type in your address in a different way.

When finished, click “**Continue**”.


Get Transcript by Mail

See our [Privacy Notice](#) regarding our request for your personal information.

All fields are required.

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

Date of Birth
MM/DD/YYYY

Street Address ?

ZIP or Postal Code ?

CONTINUE

- On the next page, select the “**Account Transcript Option**”. Select your most recent Tax Year on file. When finished, click “**Continue**”.

IRS [Contact Us](#) | [Exit](#) | [Español](#)

Get Transcript by Mail

Select Transcript Type ?

☐ Account Transcript

☐ Return Transcript

Select Tax Year ?

☐ 2019

☐ 2018

☐ 2017

☐ 2016

Customer File Number ?

Numeric input only (0-9)

CONTINUE

- If successful, you will see the following confirmation page. Note: Requests can take 5 to 15+ days to be processed.

IRS [Contact Us](#) | [Exit](#) | [Español](#)

Get Transcript by Mail

We have accepted your request for a 2019 Account Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

EXIT **REQUEST A DIFFERENT TRANSCRIPT**

Option #3: Request by Mail or Fax

To submit your request via mail, you must fill out the Form 4506-T. You may click the following link to access the form: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

If you do not have a printer, ask your Case Manager to mail you a copy of the form. Complete forms must be mailed or faxed to the IRS at the following address:

By Mail:

Internal Revenue Service (IRS)
RAIVS Team
Stop 37106
Fresno, CA 93888

By Fax: 1-855-800-8105

Option #4: Call to Request by Mail

The IRS has an automated telephone self-service that can be used to order a tax account transcript. **Call 1-800-908-9946** to make the request.

Note: You will not be able to request your Letter of non-filing using this phone service.

Option #5: Schedule an Appointment at the IRS Office

In some cases, the IRS may not be able to verify your identity or your past records. In this case it may be necessary to schedule an in-person appointment at your local IRS Office. The IRS office will not serve walk-ins. You must schedule an appointment in advance. Appointments may be scheduled by calling **1- 844-545-5640**.

****In person appointments at an IRS Office are not currently available due to the COVID-19 Health Crisis. Please proceed with one of the other options until further notice.***

Contact information for Sacramento IRS Office:

4330 Watt Ave, Sacramento, CA 95821
Phone: 916-974-5225

For more information, visit: <https://www.irs.gov/newsroom/before-visiting-an-irs-office-taxpayers-should-call-to-make-an-appointment>

For any additional assistance requesting your tax information, please reach out directly to the IRS at 1-800-829-1040.

****Over the phone assistance may be limited due to the COVID-19 Health Crisis.***

Household Income Affidavit Form - Notary Services

Applicants who do not file taxes, must submit a Household Income Affidavit. To complete the Household Income Affidavit, you must use the services of a Notary to verify your information. When you go to see the Notary, please make sure you bring an identification card with you. Below is some information to help you access a Notary.

UPS stores are currently open during the COVID-19 Health Crisis. Most locations offer Notary services. We recommend calling in advance to check the availability of Notary walk in services and appointments.

- Estimated Cost: \$15
- Use the UPS Store Finder link to find a store near you:
<https://www.theupsstore.com/tools/find-a-store>

Banks and Credit Unions

Some banks and credit unions will offer notary services for free or for little charge. We recommend calling your local branch to see if they are open and have a notary available.

American Automobile Association (AAA)

Many members of AAA have access to free notary services. Call your local branch to see if they can offer this service for you.

Mobile Notaries

Mobile notaries are available but come at an additional cost. A mobile notary will typically charge for their service in addition to their travel costs.

DMV Services

How to Get in Contact with the DMV (During the COVID -19 Health Crisis)

****Due to the COVID-19 Health Crisis, most CA DMV field offices are not currently accepting in person appointments. You may visit the DMV website for the latest information on field offices reopening: <https://www.dmv.ca.gov/portal/covid-19-relief-information/field-office-reopenings/> . Please see a list of alternative options below for accessing DMV services during these times.***

Phone

Tip: The DMV will not give an option to speak to a representative, so you must say “speak to a representative”. You have the choice of waiting for the agent on the line, or you can request a call back by pressing 1. To contact a DMV agent by telephone, call 1-800-777-0133.

Once you are on the line, you will hear a message regarding DMV’s status due to COVID-19, then directed to an automated speaker to select a reason why you called. Say “Vehicle” or “Vessels” or select 1. Then, say “speak to a representative”, to get a call back from a DMV agent.

Online

For the most up to date information, check the DMV website for a complete list of available services at: <https://www.dmv.ca.gov/portal/dmv/dmv/onlinesvcs>

The following online DMV services are available:

- Requesting your Vehicle Record
- Renew your Registration or File for Planned Non-Operation (PNO)
- Renewing your License
- Request your duplicate Driver’s License
- Change of Address

Please note that you must create an online account with the DMV to access many of these services. To register for an online account with DMV, start by going to the following website: <https://www.dmv.ca.gov/mga/sps/authsvc?PolicyId=urn:ibm:security:authentication:asf:dmvUscAccountCreate>

Kiosks (DMV NOW)

Freestanding self-service kiosks are available at several locations. DMV NOW kiosks offer several services, including the following:

- Complete your registration renewal
- Receive your vehicle record
- Receive a replacement registration card or sticker
- Receive a duplicate vehicle registration
- File for planned nonoperation (PNO) status

For more information, see the Frequently Asked Questions about DMV NOW:

<https://www.cadmvnowkiosk.com/faq/>

If you are not sure where to start, the DMV offers a Virtual Service Adviser on their website. You may start by typing in the service you are looking for and the website will direct you to the appropriate place. Click the following link if you would like to access the DMV Virtual Service Adviser: <https://www.dmv.ca.gov/portal/dmv/detail/portal/foa/servicesadvisor>

Mail

Several services are still available by mail. To complete requests, download the appropriate form from the DMV website. Follow the directions on the form and submit via mail. You may reach out to your Case Manager if you require assistance accessing the appropriate form. Anything mailed to the DMV must have a note explaining why you are mailing them, and what your specific request is.

Most inquiries can be mailed to:

DMV Headquarters

2415 1st Ave, Sacramento, CA, 95818

Alternative Option

If you are a member of AAA, you may be able to access some DMV services at your local AAA office branch. See here for more details: <https://calstate.aaa.com/automotive/dmv/ca-dmv-services>

How to Access Your Vehicle's Registration History from the DMV

As part of your application, you will need to provide proof of the vehicle's registration for the last 2 consecutive years (there are exceptions if the vehicle has not been registered, talk to your Case Manager for more info). If you do not have records of your vehicle's registration available, you can access them through the CA DMV's website. You may **download** the vehicle's registration for the cost of \$2 (paid online or via phone with a credit or debit card).

Note: This option will require access to a printer. If you are not able to access your Vehicle's Registration History online, you can also request a printout by visiting a DMV Now Kiosk (see above for more details).

Click on the following link to go to the DMV's Record Request website:

<https://www.dmv.ca.gov/portal/dmv/detail/online/vrr>

When accessing your registration history through the DMV website, have the following information ready:

- Driver's License #
- Last 5 digits of your vehicle's VIN #
- License plate #
- Credit or debit card information

You may also request the information via mail by downloading and filling out the following form: <https://www.dmv.ca.gov/portal/uploads/2020/06/inf1125.pdf>

Application Form

Filling out your Online Application Form

- Complete the application using a computer or smartphone device.
- Remember to click “**Save**” periodically so that you do not lose your progress. You can save your application and return to work on it later. Keep in mind you will have to login again.
- Complete the entire application BEFORE you click the “**Submit**” button at the bottom right corner. The application will not allow you to click Submit until you have filled out each section of the application.
- You must upload at least one **document or image** to the **Documents** Section.
- If you need to access other information while filling out your application, we recommend doing so with a different tab in your browser.