



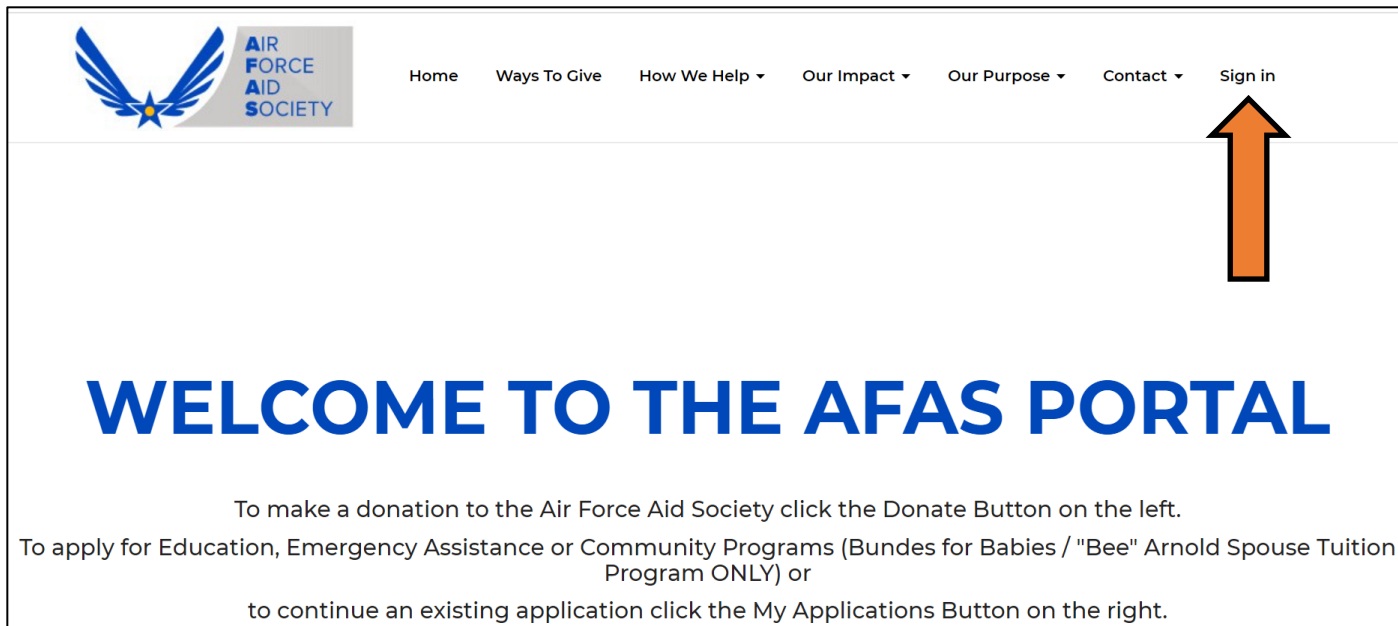
AFAS Application Instructions for Elevate Grant

Using the AFAS Member Portal



1. Access the Air Force Aid Society Member Portal

- Go to: <https://portal.afas.org>
- Click **Sign In**



2. Sign In Tab

- If you **previously** registered for an account, you may **Sign In** with your Email and Password
- If you **never** registered for an account, you can create an account by selecting the **Register** tab and following the instructions (See information on next page)

Note: You may need to reset your password or call 703-972-2604 for an AFAS Team Member to unlock your account if it does not allow you to proceed

Sign in [Register](#)

Welcome to our new Air Force Aid Society portal!

EMERGENCY TRAVEL – ALL EMERGENCY TRAVEL FINANCIAL ASSISTANCE REQUIRED DUE TO SERIOUS ILLNESS/DEATH OF AN IMMEDIATE FAMILY MEMBER, GRANDPARENT OR OTHER FAMILY RELATIONSHIP WILL BE PROCESSED THROUGH THE AMERICAN RED CROSS (ARC). PLEASE CONTACT THE ARC AT 1-877-272-7337 FOR IMMEDIATE ASSISTANCE.

This is your one-stop shop to manage your relationship with the Air Force Aid Society, the official charity supporting US Airmen and Space Guardians. Once you create your account and log in, you will be able to view your donation history, set-up and manage your recurring gift, apply for an education grant, apply for emergency assistance, or manage your education or emergency assistance loans.

If this is your first time accessing the portal, please navigate to the "Register" tab above to set up your account.

If you have any issues please contact the following for support:

For issues with Donations, please contact the Donation Team: donations@afas-hq.org
For issues applying for Education Assistance, please contact the Education Team: education@afas-hq.org
For issues applying for Emergency Assistance, please contact the Emergency Assistance Team: ea@afas-hq.org or [Click Here](#)

Sign In

Email

* Password

Remember me?

3. Register Tab – Creating a new account

- Enter your personal email, create a Password & Confirm password, enter the code from the image on your screen, and then click **Register**

Note: **Do not** use your “.mil” or “.edu” email as you may not receive important emails regarding your application

Sign in Register

Please DO NOT use your ".mil" email address to register. You may not receive important email notifications if you do so. If you receive a message that your email address is already taken, please return to the "Sign in" tab and use the password reset button at the bottom of the screen to generate a password for your account.

Register an account

* Email

* Password

* Confirm password

PG7FPBM

[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image

Register

- If you receive a message indicating “the username/Email is already taken”, you may have already registered. Click on the **Sign In** tab and enter your Email and Password to continue to the application. If you do not remember your password, click on the Forgot your password? button and follow the instructions to request a password reset

- **Profile screen** - enter the required information on this page and then click **Update**

Please provide some information about yourself. Please DO NOT use your *.mil* email address as your username/primary email. You may not receive important email notifications if you do so.

Your information

Title *	<input type="text" value="Amn"/>	<input type="button" value="x"/> <input type="button" value="Q"/>	E-mail/Username	<input type="text" value="johnsnuffy80@gmail.com"/>
First Name *	<input type="text" value="John"/>		Business Phone	<input type="text" value="703-972-2604"/>
Middle Name	<input type="text"/>			
Last Name *	<input type="text" value="Snuffy"/>			

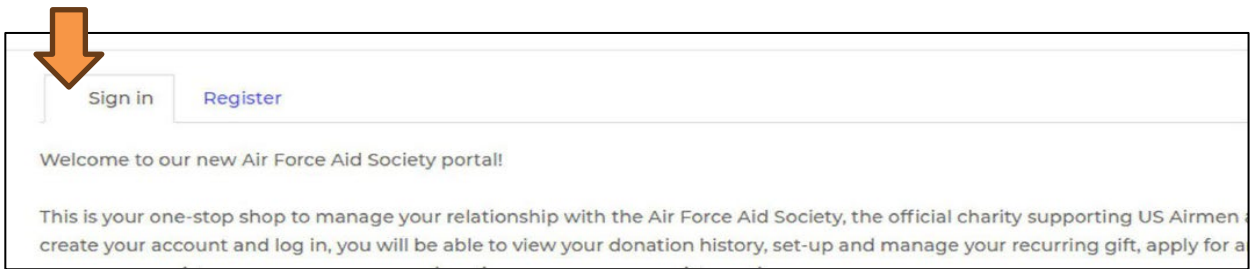
Address

Street 1	<input type="text" value="1550 Crystal Drive"/>	Address 1: State/Province	<input type="text"/>	<input type="button" value="Q"/>
Street 2	<input type="text"/>	ZIP/Postal Code	<input type="text" value="22202"/>	
City	<input type="text" value="Arlington"/>	Address 1: Country/Region	<input type="text" value="United States"/>	

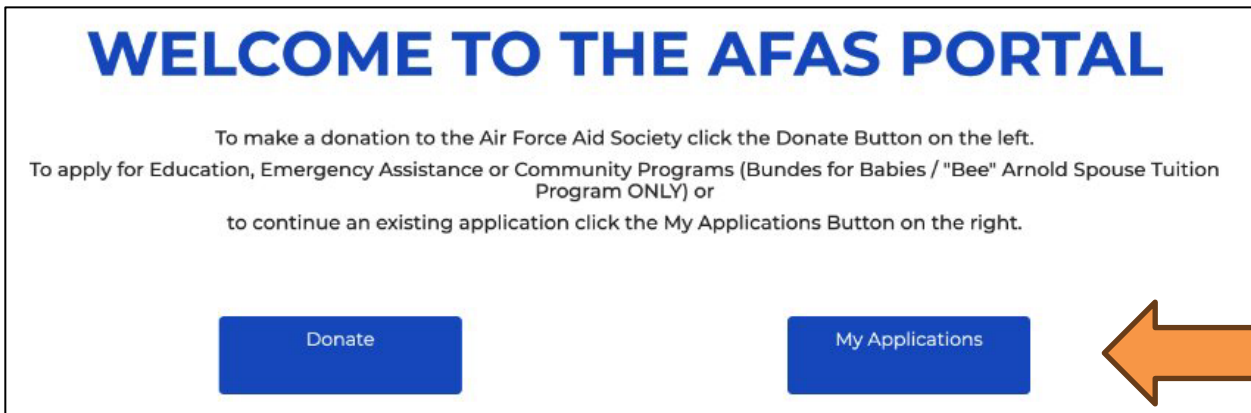
- Once complete, you should be taken back to the **Sign in / Register** screen and be able to **Sign In**

4. Create An Application

- **Sign In** to your account to start an application. (Select the **Sign In** tab, enter your **Email** and **Password**)



- Click on **My Applications**



- Click on **Apply for Emergency Assistance (for Elevate Grant)**

Home > My Applications


My Applications

This page is the central location to monitor your applications with the Air Force Aid Society.

To begin a new application, click on one of the blue buttons below. To apply for Emergency Assistance click the "Apply for Emergency Assistance" button on the left. To apply for a Community Program (Bundles for Babies / "Bee" Arnold Spouse Tuition Program ONLY) click the "Apply for Community Program" button in the middle. To apply for the Gen. Henry H. Arnold Education Grant click the "Apply for Educaiton Grant" on the right.

Once an application has been started but not completed, it will be displayed here with a status reason of "Unsubmitted". To edit or resume the application, click on the blue Application ID in the table below. This will take you back to the application, where you will be able to edit the information and finish the application.

Once the application has been submitted, it will be displayed here with a status reason of "Submitted". To view the details of the submission, click on the blue Application ID in the table below. This will take you to the application's detail page where you will be able to review the details of the submitted application.

 [Apply for Emergency Assistance](#) [Apply for Community Program](#) [Apply for Education Grant](#)

- Select **Standard Assistance** for the assistance you are applying for in the drop-down menu


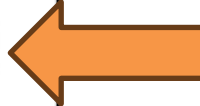
Select Assistance

Falcon Assistance - Financial needs based emergency assistance up to \$1500 for: basic living expenses including rent/mortgage, food, phone, utilities and gasoline; emergency travel (for any family relationship); child care, medical and dental needs; vehicle insurance, payment/registration, vehicle repair. Loans approved under a Falcon Assistance must be repaid in 15 months or by ETS if less than 15 months. If your need exceeds \$1500, does not fall into one of the categories above, or you are repaying a loan to AFAS, pending separation, or are under Chapter 13 bankruptcy, apply for Standard Assistance.

Standard Assistance - Financial needs based emergency assistance to help with: basic living expenses such as rent or utility bills, medical or dental care, funeral expenses, vehicle repairs, travel emergencies, pet PCS transportation, special needs, disasters, assistance to surviving dependents, other categories of need. A budget is required, as well as proof of debt.

Which type of emergency assistance are you applying for? *

[Submit](#)

- Next, select the **Eligibility Category** which pertains to you and then click **Submit** to begin your application

Note: The system **will not** allow you to apply if you do not fall under any of the eligibility categories

Note: Active-Duty Air Force/Space Force members assigned to any other type of installation, organization, or Geographically Separated Unit (GSU) **can** apply for assistance using the “Active-Duty Air Force/Space Force member assigned to an Air Force/Space Force installation” eligibility category

Which type of emergency assistance are you applying for? *

Standard Assistance

Select the eligibility category which pertains to you

- Active-Duty Air Force/Space Force member assigned to an Air Force/Space Force installation
- Spouse of an active-duty Air Force/Space Force member with a Power of Attorney (POA)
- Air National Guard or Air Force Reserve member
- Spouse of an Air National Guard or Air Force Reserve member with a Power of Attorney (POA)
- Air Force Retiree
- Spouse of an Air Force Retiree with a Power of Attorney (POA)
- Widow or widower of an Air Force Retiree
- Dependent family member (enrolled in DEERS) of Air Force/Space Force member who died on active duty
- Other military service member (Army, Coast Guard, Marines, Navy)
- None of the above

Submit

- **Step 1: Applicant Information page** – Fill in the required information and then click **Save and Continue**.
Note: All fields with an asterisk () are mandatory and must be completed to continue to the next screen*

EMERGENCY ASSISTANCE APPLICATION

1 Applicant Information2 Military Member Information3 Requested Assistance Details4 Dependents5 Requirements

6 Disbursement Method

Applicant Information

SSN (with dashes) *

DODID

First Name *

Middle Initial

Last Name *

Suffix

Date of Birth (Format: MM/DD/YYYY) *

Military Member is Applicant

No Yes

Contact Information

Personal Email Address *

This email must be the one that you logged in with, if you would like to change it please do so on your profile page.

Work Email Address

Phone Number Type *

Select

Work Phone (no dashes)

Provide a telephone number

Home Address

Address Line 1 *

Address Line 2

City *

State/Province *

Zip Code *

EEOC Voluntary Self Identification Questions

Gender: (Please check one of the options below)

Select

Race/Ethnicity: (Please check one of the descriptions below corresponding to the ethnic group with which you identify)

Copy and paste this link
<https://afasportaldev.powerappsportals.com/eooc-descriptions/> into a new browser for definitions of the race and ethnicity categories listed below.

Select

Please select household income range:
(Participation will have no bearing on assistance determination)

Select

Save and Continue

➤ **Step 2: Military Member Information page** – Fill in the required information and then click **Save and Continue**

Note: First Sergeant name and contact information is mandatory. AFAS reserves the right to contact the First Sergeant if/when necessary

EMERGENCY ASSISTANCE APPLICATION

1 Applicant Information ✓2 Military Member Information3 Requested Assistance Details4 Dependents5 Requirements

6 Disbursement Method

Military Member Information

SSN (with dashes) *

DDOIID

First Name *

Middle Initial

Last Name *

Suffix

Date of Birth (Format: MM/DD/YYYY) *

Contact Information

Personal Email Address *

Please enter a personal email address, .mil email addresses will not be accepted

Work Email Address *

Phone Number Type *

Mobile Phone ▼

Mobile Phone (no dashes) *

Work Phone (no dashes) *

Military Information

Military Branch *

Military Category *

Military Rank *

Unit Information

Unit Name *

Street

Duty Station/Base *

City *

State/Province *

Zip Code *

Unit Phone Number (no dashes) *

Provide a telephone number

First Sergeant *

AFAS reserves the right to contact your Military & Family Readiness (M&FRC), First Sergeant, or leadership if warranted.

First Sergeant Phone Number (no dashes) *

Provide a telephone number

First Sergeant Email *

PreviousSave and Continue

➤ **Step 3: Requested Assistance Details page**

- Click on the blue **Add Requested Item** button on the right-side to select specific categories of need and the amounts needed. You may include multiple items in the same application

The screenshot displays the 'EMERGENCY ASSISTANCE APPLICATION' interface. At the top, the title 'EMERGENCY ASSISTANCE APPLICATION' is centered in large blue font. Below the title is a progress bar with six steps: '1 Applicant Information' (green, checked), '2 Military Member Information' (green, checked), '3 Requested Assistance Details' (blue, active), '4 Dependents', '5 Requirements', and '6 Disbursement Method'. Below the progress bar, a text instruction reads: 'Click the "Add Requested Item" icon, select a category and provide a description and a dollar amount.' At the bottom right of the form area, there is a blue button labeled 'Add Requested Item'. A large orange arrow points from the right side of the page towards this button.

- Under **General**, use the drop-down boxes:
 - Requested Item Category select: **Exception to Policy**
 - Requested Item Category select: **Other Emergency Situations**
- Enter \$160.00 in the Amount Field
- In the text box requesting more details enter: **Elevate Grant Request**
- Once finished, click the blue **Submit** button

The screenshot shows a web form titled "Create" with a "General" section. On the left, three orange arrows point to the "Requested Item Category" dropdown (set to "Exception-to-Policy"), the "Requested Item Subcategory" dropdown (set to "Other Emergency Situations"), and the "Amount" text input field (containing "160.00"). On the right, an orange arrow points to the "Please provide more details on your specific needs for this requested item." text area, which contains the text "Elevate Grant Request". A blue "Submit" button is located at the bottom left of the form.

- When back on the **Requested Assistance Details** page select **Save and Continue** at the bottom
- Once all requested items have been entered and verified, click **Save and Continue**

EMERGENCY ASSISTANCE APPLICATION

1 Applicant Information ✓2 Military Member Information ✓3 Requested Assistance Details4 Dependents5 Requirements

6 Disbursement Method

Click the "Add Requested Item" icon, select a category and provide a description and a dollar amount.

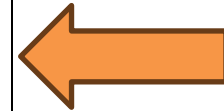
[Add Requested Item](#)

Requested Item Category ↓	Requested Item Subcategory	Description	Amount	
Exception-to-Policy	Other Emergency Situations	Elevate Grant Request	\$160.00	✕
Requested Total			\$160.00	

Selected Assistance Type *
Standard Assistance

Explanation of Hardship *

[Previous](#)Save and Continue



➤ **Step 4: Dependents page**

- If you have any dependents, click **Add Dependent** to provide their details
Note: Please include all dependent names, Date of Birth (DOB), and your relationship as reflected in the Defense Eligibility Reporting System (DEERS). This information may be verified
- Once you have entered any dependents, or if you do not have any dependents, click **Save and Continue**
- If your significant other (non-dependent) is attending the ELEVATE modules with you, select the “Previous” button to return to the “Requested Assistance Details” screen and include their full name in the “Explanation of Hardship” block.

EMERGENCY ASSISTANCE APPLICATION

1 Applicant Information ✓ 2 Military Member Information ✓ 3 Requested Assistance Details ✓ **4 Dependents** 5 Requirements
6 Disbursement Method

For each dependent, click "Add Dependent" and complete the Name, Relationship, and Date of Birth fields. Continue until all your dependents are listed.

Add Dependent

Name ↑	Relationship	Date of Birth	Age	
Toby	Spouse	1/11/1969	53	

Previous **Save and Continue**

➤ **Step 5: Requirements page**

- Under Document Type select Military ID and upload document
- Under Document Type select End of Month (LES) upload document
- Note:** These documents are required by the system and *must* be attached before submitting your application (Documents required are based on your requested items). Although these documents are limited, an AFAS Team Member may request additional documentation if needed
- **Skip Document Types: Estimate and Budget**
- **Select Save and Continue at the bottom of page**

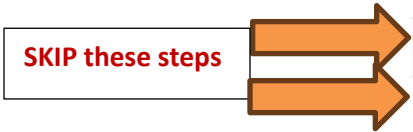
EMERGENCY ASSISTANCE APPLICATION

1 Applicant Information ✓ 2 Military Member Information ✓ 3 Requested Assistance Details ✓ 4 Dependents ✓ **5 Requirements**

6 Disbursement Method

Please attach each file individually by clicking the blue text on the left side of the table and in the new window click the choose file button to select your file that corresponds with the Document Name that you selected and click submit.

Document Type ↓	Description	Status	Received Date
Military ID (Front and Back)		Pending	
End-of-Month Leave and Earning Statement (LES)		Pending	
Document showing Estimate/Cost for an Emergency Situation		Pending	
Budget		Pending	



[Previous](#) [Save and Continue](#)

➤ **Step 6: Disbursement Method page**

- Select how you would like to receive your disbursement, either through **Zelle** or **Bank ACH**

Zelle

To use Zelle, you must register through your bank and select the **Zelle Identifier Type**. It is either a stateside phone number (entered without dashes) or a personal email synced to your stateside bank account.

Bank ACH

If **Bank ACH** is elected, fill out the Bank Name, Routing Number and Account Number. Funds will be deposited directly into this account.

The screenshot shows the '6 Disbursement Method' step in a multi-step process. At the top, there are three progress indicators: '1 Applicant Information' (checked), '2 Military Member Information' (checked), and '3 Requested Assistance Details' (checked). Below this, the '6 Disbursement Method' header is highlighted in blue. The main content area contains the text: 'Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! Click Here to learn more.' Below this text is a dropdown menu for 'Disbursement Method *' with 'Zelle' selected. Underneath is another dropdown menu for 'Zelle Identifier Type *'. At the bottom of the form are two buttons: 'Previous' and 'Save and Continue'.

The screenshot shows the '6 Disbursement Method' step in a multi-step process. At the top, there are three progress indicators: '1 Applicant Information' (checked), '2 Military Member Information' (checked), and '3 Requested Assistance Details' (checked). Below this, the '6 Disbursement Method' header is highlighted in blue. The main content area contains the text: 'Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! Click Here to learn more.' Below this text is a dropdown menu for 'Disbursement Method *' with 'Bank ACH' selected. Underneath are four text input fields: 'Bank Name *', 'Routing Number *', 'Account Number *', and 'Verify Account Number *'. At the bottom of the form are two buttons: 'Previous' and 'Save and Continue'.

- Once you have entered and verified your Disbursement Method, click **Save and Continue**
- Close this page, and return to the home page
- Select “My Applications” tab, you will find your application saved

- **STOP HERE. You will complete your Elevate Grant request after your final module in your M&FRC.**