



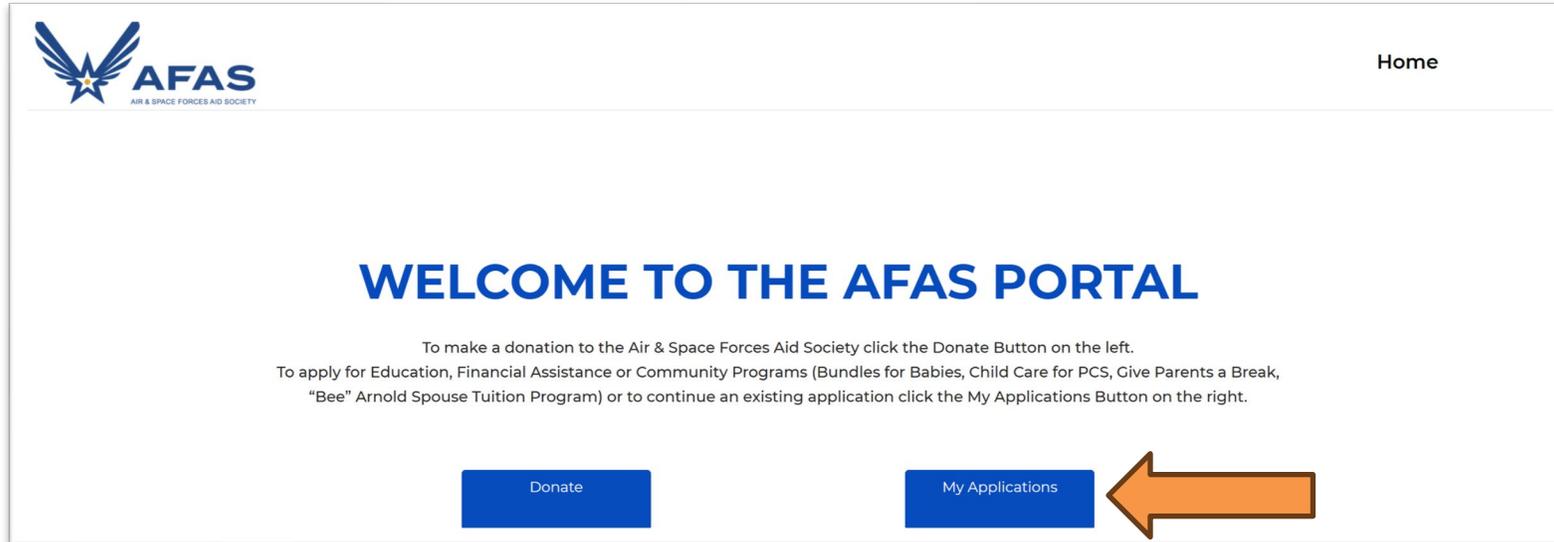
AFAS Application Instructions for Elevate Grant

Using the AFAS Member Portal



1. Access the Air & Space Forces Aid Society Member Portal

- Go to: <https://portal.afas.org>
- Click **My Applications**



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 could 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 by clicking on 'Forgot 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 & Space Forces Aid Society portal!

EMERGENCY TRAVEL – ALL EMERGENCY TRAVEL FINANCIAL ASSISTANCE REQUIRED DUE TO SERIOUS ILLNESS/DEATH OF A FAMILY MEMBER 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 & Space Forces 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, emergency assistance, community programs, 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 need to unlock your account please click the "Forgot Your Password" button below.

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 Assistance, please contact the Assistance Team: ea@afas-hq.org

Sign In

* Email

* Password

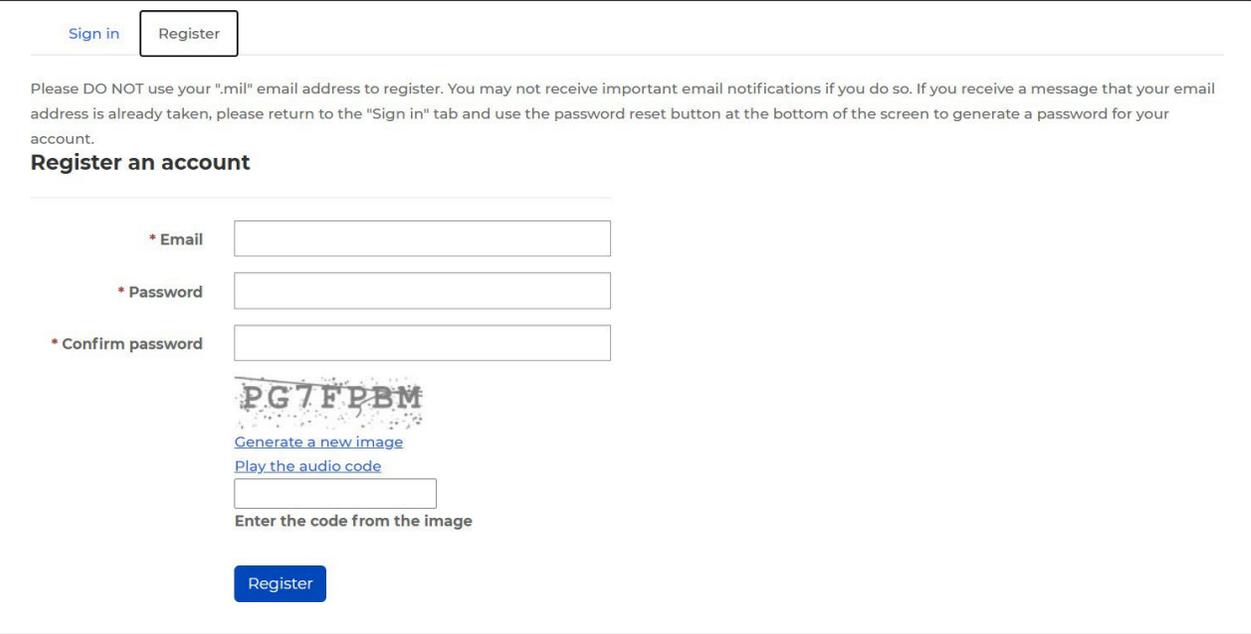
Remember me?

[Sign in](#) [Forgot your password?](#)

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



The screenshot shows a registration form with the following elements:

- Two tabs at the top: "Sign in" and "Register".
- A warning message: "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."
- A section header: "Register an account".
- Three input fields with asterisks: "* Email", "* Password", and "* Confirm password".
- A CAPTCHA image showing the code "PG7FPBM".
- Two links: "Generate a new image" and "Play the audio code".
- An input field for the CAPTCHA code with the label "Enter the code from the image".
- A blue "Register" button at the bottom.

- 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 *
Amn

E-mail/Username
johnsnuffy80@gmail.com

First Name *
John

Business Phone
703-972-2604

Middle Name

Last Name *
Snuffy

Address

Street 1
1550 Crystal Drive

Address 1: State/Province

Street 2

ZIP/Postal Code
22202

City
Arlington

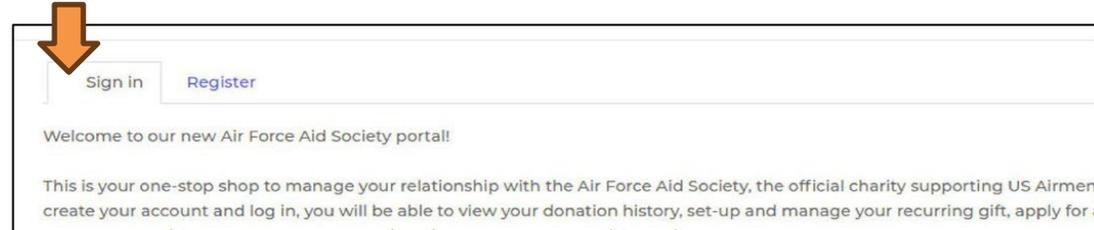
Address 1: Country/Region
United States

Security
Change password

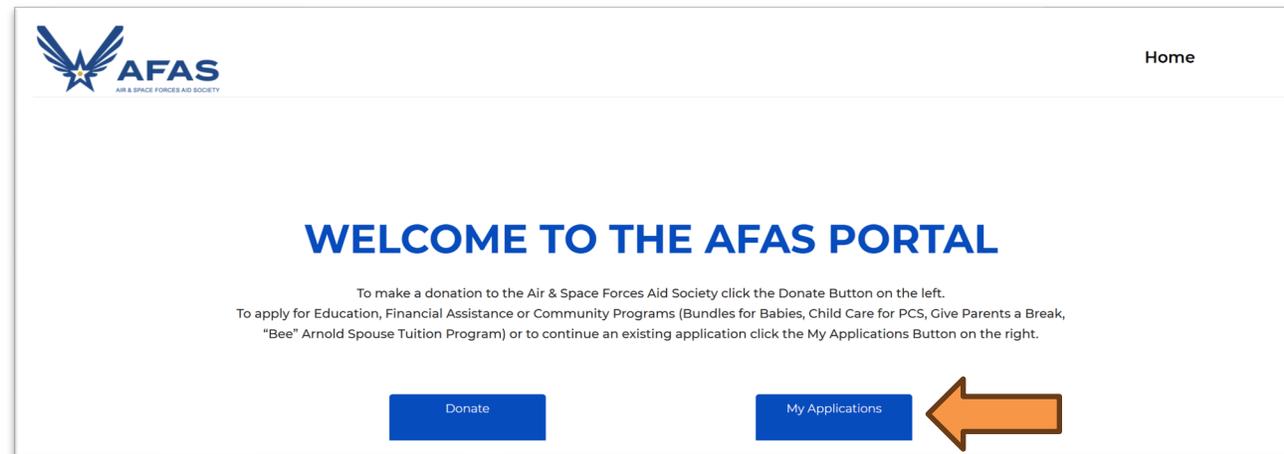
- Once complete, you should be taken back to the **Sign in / Register** screen and be able to **Sign In**

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 Assistance (for Elevate Grant)**

My Applications

This page is the central location to monitor your applications with the Air & Space Forces Aid Society.

To begin a new application, click on one of the blue buttons below. To apply for Assistance, click the "Apply for Assistance" button on the left. To apply for a Community Program (Bundles for Babies, Bee Arnold Spouse Tuition, Child Care for PCS, Give Parents a Break), click on the "Apply for Community Program" button in the middle. If you are applying for the General Henry H. Arnold Grant please click on the "Apply for Hap Arnold Grant" on the right. If you are applying for assistance with a car seat, please apply under "Assistance."

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 Assistance

Apply for Community Program

Apply for Hap Arnold Grant

Application ID	Application Type	Application Subtype	Created On ↓	Status Reason	Application Processing Stage	Explanation of Process Stage
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➤ 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

To continue with an existing application [click here.](#)

Select the eligibility category which pertains to you

- Active-Duty Air Force/Space Force member
- 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*

ASSISTANCE APPLICATION

1 Applicant Information

2 Military Member Information

3 Requested Assistance Details

4 Dependents

5 Requirements

6 Disbursement Method

Applicant Information

SSN (with dashes) *

DODID *

First Name *

Middle Initial

Last Name *

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 *

Work Phone (no dashes)

➤ **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

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

6 Disbursement Method

Military Member Information

SSN (with dashes) *

DODID

First Name *

Middle Initial

Last Name *

Suffix

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

Military Information

Military Branch *

Military Category *

Military Rank *

Contact Information

Personal Email Address *

Work Email Address *

Phone Number Type *

Mobile Phone (no dashes) *

Work Phone (no dashes) *

Unit Information

Unit Name *

Street

Duty Station/Base *

City *

State/Province *

Zip Code *

Unit Phone Number (no dashes) *

First Sergeant *

First Sergeant Phone Number (no dashes) *

First Sergeant Email *

➤ **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.

The screenshot shows a navigation bar with six tabs: 1 Applicant Information ✓, 2 Military Member Information ✓, 3 Requested Assistance Details (highlighted in blue), 4 Dependents, 5 Requirements, and 6 Disbursement Method. Below the navigation bar, there is a text instruction: "Click the 'Add Requested Item' icon, select a category and provide a description and a dollar amount." At the bottom right of the page, there is a blue button labeled "Add Requested Item". A large orange arrow points from this button towards the detailed form below.

- Under **General**, use the drop-down boxes:
 - Requested Item Category select: **Exception to Policy**
 - Requested Item Subcategory 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 the "Create" form for a requested item. The "General" section contains the following fields:

- Requested Item Category ***: A dropdown menu with "Exception-to-Policy" selected.
- Requested Item Subcategory ***: A dropdown menu with "Other Emergency Situations" selected.
- Amount (Format: 0.00)**: A text input field containing "160.00".

On the right side, there is a text area titled "Please provide more details on your specific needs for this requested item." with the text "Elevate Grant Request" entered. A blue "Submit" button is located at the bottom left of the form. Three orange arrows point from the instructions on the left to the respective fields in the form: one to the Category dropdown, one to the Subcategory dropdown, and one to the Amount field. A fourth orange arrow points from the right towards the text area.

- 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**

1 Applicant Information ✓ 2 Military Member Information ✓ **3 Requested Assistance Details** 4 Dependents 5 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 *
Elevate Grant Request

[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.

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
- **Add ELEVATE Attendance Certificate to: Document showing Estimate/Cost for an Emergency Situation**
- **Skip Document Type: Budget**
- **Select Save and Continue at the bottom of page**

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' form. At the top, there are three tabs: '1 Applicant Information', '2 Military Member Information', and '3 Requested Assistance Details', all with checkmarks. Below the tabs is a blue header for '6 Disbursement Method'. The main text reads: 'Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! Click Here to learn more.' Below this is a dropdown menu for 'Disbursement Method *' with 'Zelle' selected. Underneath is another dropdown menu for 'Zelle Identifier Type *'. At the bottom, there are two buttons: 'Previous' and 'Save and Continue'.

The screenshot shows the '6 Disbursement Method' form. At the top, there are three tabs: '1 Applicant Information', '2 Military Member Information', and '3 Requested Assistance Details', all with checkmarks. Below the tabs is a blue header for '6 Disbursement Method'. The main text reads: 'Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! Click Here to learn more.' Below this is a dropdown menu for 'Disbursement Method *' with 'Bank ACH' selected. Underneath are three text input fields: 'Bank Name *', 'Routing Number *', and 'Account Number *'. Below these is a 'Verify Account Number *' field. At the bottom, there 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