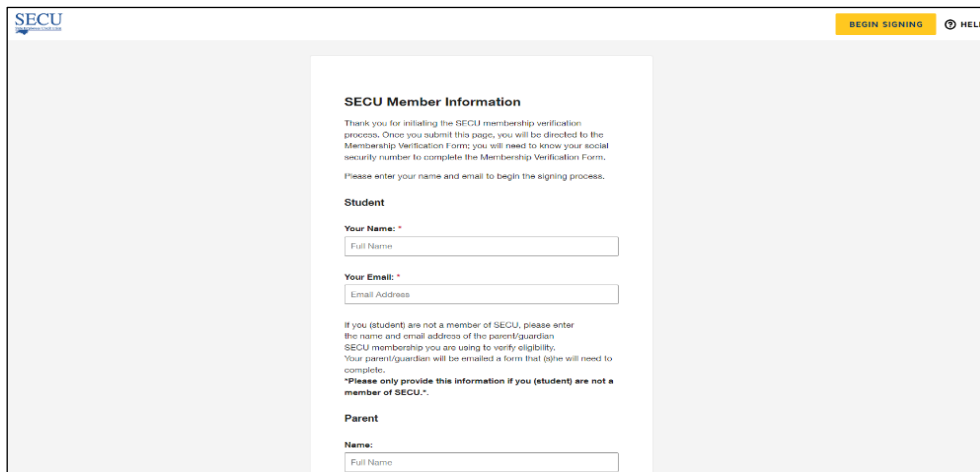


Thank you for your interest in SECU Foundation’s *People Helping People* Scholarship. To be eligible to receive this award, a student must be a member of SECU or be eligible for membership through a parent or guardian at the time of applying. Please follow these step-by-step instructions to verify that you meet the membership eligibility requirement.

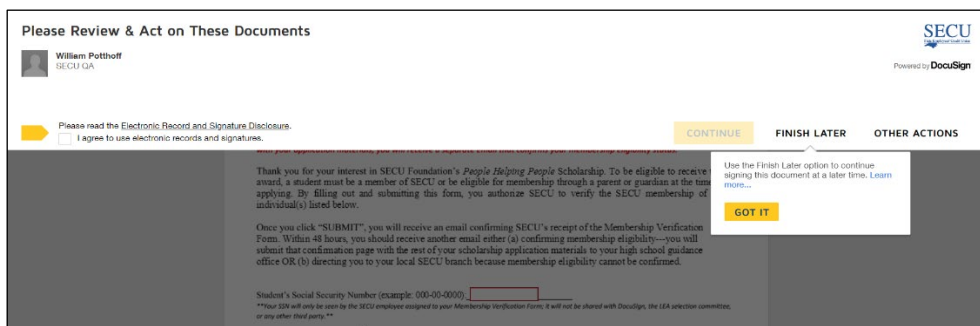
1. Follow this link to get started:

<https://na4.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=993c3d9b-80fd-4964-9c95-6ddd3aea54e5&env=na4&acct=6cba6c6f-fb7f-46b7-8eda-e0306bdd6276&v=2>



The screenshot shows a web form titled "SECU Member Information". At the top right, there is a "BEGIN SIGNING" button and a "HELP" icon. The form text reads: "Thank you for initiating the SECU membership verification process. Once you submit this page, you will be directed to the Membership Verification Form; you will need to know your social security number to complete the Membership Verification Form. Please enter your name and email to begin the signing process." Below this, there are two sections: "Student" and "Parent". Under "Student", there are fields for "Your Name" (Full Name) and "Your Email" (Email Address). Under "Parent", there is a field for "Name" (Full Name). A note states: "If you (student) are not a member of SECU, please enter the name and email address of the parent/guardian SECU membership you are using to verify eligibility. Your parent/guardian will be emailed a form that (s)he will need to complete. \*Please only provide this information if you (student) are not a member of SECU.\*"

2. You should see the page above. Enter your name and email address; if you are not a member of SECU but are eligible for membership through a parent/guardian, also enter that person’s name/email under the “Parent” section and click “BEGIN SIGNING”



The screenshot shows a document review page titled "Please Review & Act on These Documents". It features the SECU logo and "Powered by DocuSign". A user profile for "William Potthoff" is shown. There is a checkbox for "I agree to use electronic records and signatures." with a "CONTINUE" button next to it. Below the checkbox, there is a "GOT IT" button. The main text reads: "Thank you for your interest in SECU Foundation’s *People Helping People* Scholarship. To be eligible to receive award, a student must be a member of SECU or be eligible for membership through a parent or guardian at the time applying. By filling out and submitting this form, you authorize SECU to verify the SECU membership of individual(s) listed below. Once you click “SUBMIT”, you will receive an email confirming SECU’s receipt of the Membership Verification Form. Within 48 hours, you should receive another email either (a) confirming membership eligibility—you will submit that confirmation page with the rest of your scholarship application materials to your high school guidance office OR (b) directing you to your local SECU branch because membership eligibility cannot be confirmed." At the bottom, there is a field for "Student's Social Security Number (example: 00-00-0000)". A small box on the right says "Use the Finish Later option to continue signing this document at a later time. Learn more..."

3. Click “GOT IT” and check the box agreeing to sign electronically.
4. Click “CONTINUE”

Please review the documents below. FINISH FINISH LATER OTHER ACTIONS

**SECU Membership Verification Form**

**\*\*\*The information provided on this form will only be visible to the SECU employee who verifies your membership eligibility. Once you submit this form by clicking "FINISH", you will receive a copy of the completed form for your records. Do not submit that copy with your application materials; you will receive a separate email that confirms your membership eligibility status.\*\*\***

Thank you for your interest in SECU Foundation's *People Helping People* Scholarship. To be eligible to receive this award, a student must be a member of SECU or be eligible for membership through a parent or guardian at the time of applying. By filling out and submitting this form, you authorize SECU to verify the SECU membership of the individual(s) listed below.

Once you click "SUBMIT", you will receive an email confirming SECU's receipt of the Membership Verification Form. Within 48 hours, you should receive another email either (a) confirming membership eligibility—you will submit that confirmation page with the rest of your scholarship application materials to your high school guidance office OR (b) directing you to your local SECU branch because membership eligibility cannot be confirmed.

Student's Social Security Number (example: 000-00-0000):

\*\*Your SSN will only be seen by the SECU employee assigned to your Membership Verification Form; it will not be shared with DocuSign, the LEA selection committee, or any other third party.\*\*

Student's Name: Sammy Smith

Signature of Student: Date: 12/2/2022

Email:

Street/Mailing Address\*:  City:

State: NC Zip:

If you are not a member of SECU, but are eligible for membership through your parent or guardian, please provide the following information:

5. You will then be taken to the Membership Verification Form seen above. Fill out all the required information (in the red boxes) and click “FINISH”
  - \*If you provided a parent/guardian’s name/email on the original page, (s)he will also receive an emailed Membership Verification Form and will need to fill it out and click “FINISH”
6. You will receive a copy of your completed Membership Verification Form---you may save this for your records, but **do not submit it with your application materials**
7. Within 48 hours you will receive an email that either (a) states that you meet the membership eligibility requirement - **you will submit this email confirmation with the rest of your application materials** OR (b) states that SECU is unable to verify that you meet the membership eligibility requirement – in this case, you will be encouraged to visit your local SECU branch to find out if you or your parent/guardian is eligible to obtain an SECU membership. Once you have identified the cause for receiving the email stating you do not meet the membership eligibility requirement and fixed the issue, you may restart the Membership Verification process by clicking on the link again.

Please note the following:

- The information you provide in the Membership Verification Form will only be seen by you and the SECU Member 365 Support employee who verifies your membership eligibility (it will not be seen by DocuSign, your high school, or anyone else)
- The SECU Member365 Support team is available 24 hours a day, so you may submit your Membership Verification Form at any time that is convenient to you
- If you receive an email stating that you do not meet the membership eligibility requirements and you are positive this is an error, refer to the copy of your Membership Verification Form and make sure you entered each of the details correctly (ie. Social Security Number is correct; the address listed is the address associated with the SECU membership account; etc.)