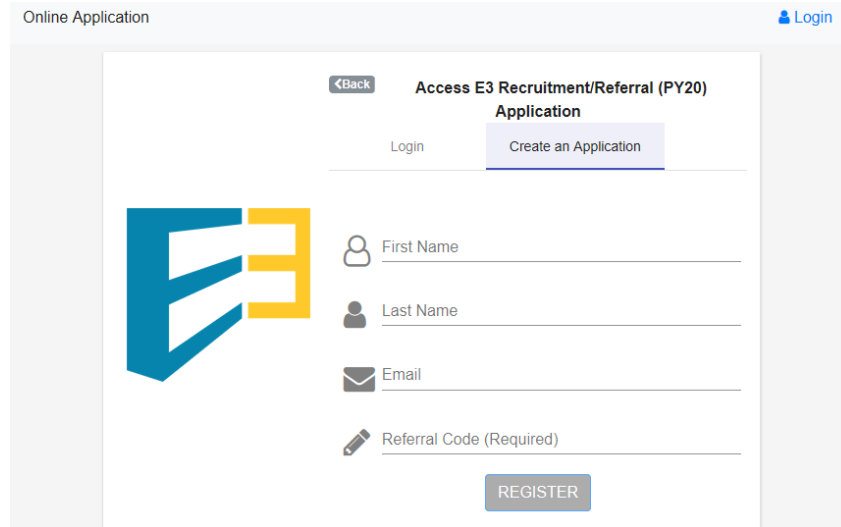


# STEP 1: APPLY

## 1. COMPLETE AN APPLICATION:

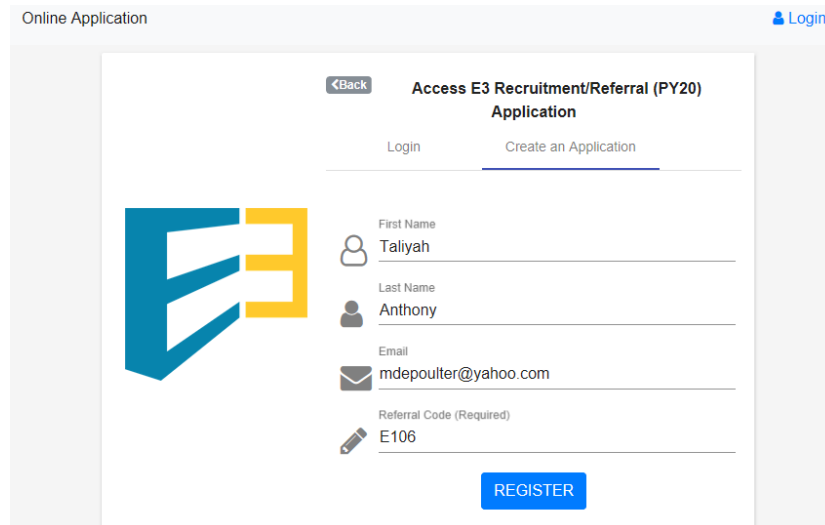
You must do so online via an internet browser. Follow these instructions below:

- A. Click on the application link [e3.workready.org/](http://e3.workready.org/), or
- B. Open your web browser and type in [e3.workready.org](http://e3.workready.org)
- C. You will be under the “login” tab. Click on “Create an Application”.



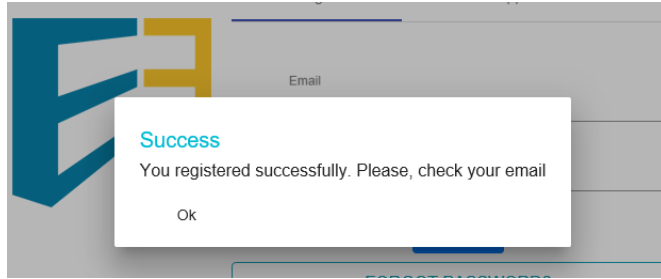
The screenshot shows the 'Create an Application' form on the e3.workready.org website. The page title is 'Access E3 Recruitment/Referral (PY20) Application'. There are two tabs: 'Login' and 'Create an Application', with the latter being active. The form includes a large 'E3' logo on the left. The input fields are: 'First Name', 'Last Name', 'Email', and 'Referral Code (Required)'. A 'REGISTER' button is located at the bottom right of the form.

- D. Enter your first and last name, your email address, and referral code (given to you by your provider/program staff), and register
  - a. Don't have a Referral Code? Get connected to a provider partner and use their code as listed at [www.pyninc.org/e3](http://www.pyninc.org/e3).

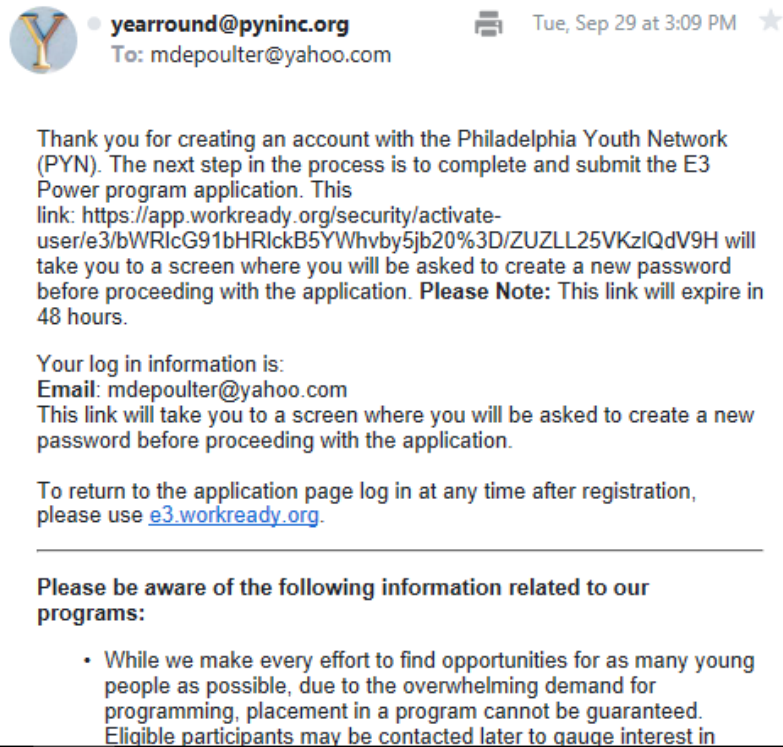


The screenshot shows the 'Create an Application' form with sample data filled in. The page title is 'Access E3 Recruitment/Referral (PY20) Application'. There are two tabs: 'Login' and 'Create an Application', with the latter being active. The form includes a large 'E3' logo on the left. The input fields are: 'First Name' (Taliyah), 'Last Name' (Anthony), 'Email' (mdepoultier@yahoo.com), and 'Referral Code (Required)' (E106). A 'REGISTER' button is located at the bottom right of the form.

- E. You are now successfully registered (but **not finished**).



- F.** Check your email for further directions.
- G.** You should have received an email from [youth@pyninc.org](mailto:youth@pyninc.org) at this time. Once you locate this email click on the link sent and you will be taken back to the online application to create your new password.



- H.** Use the link in the email to create a new password.

A screenshot of a web application's "Change Password Page". At the top left is a "<Back" button. The page title is "Change Password Page". On the left is a large blue and yellow logo. The main content is a "Change Password Form" with three input fields: "Temporary Password", "New Password", and "Repeat New Password". Each field has a password icon and a series of dots representing the password. At the bottom right is a blue button labeled "CHANGE PASSWORD".

- I. Once you click “CHANGE PASSWORD” you will be redirected to the online application.
- J. Complete sections 1-5, clicking filling in the forms, click *“Save & Continue”* after the completion of each page 1 through page 5
  - a. Section 1 – Who am I
  - b. Section 2 – How to contact me
  - c. Section 3 - My school info
  - d. Section 4 – My family Info
  - e. Section 5 – More about me
  - f. You will get to section 6 – Be sure to pay attention and review that all your information is correct on page 6 (and go back by clicking on any section number to make any changes, if necessary) before checking the box to acknowledge that you “... have read, understand, and agree to the Equal Opportunity Employer Statement...” and clicking *“Submit”*

I acknowledge that I have read, understand, and agree to the Equal Opportunity Employer Statement above.

**SUBMIT**

- K. If you do not complete the application, you will be able to log back in to finish the online application. To log back in you go to the website and click “Login” at the top next to “create an application.”
- L. *Congratulations!* You have now successfully completed your online application click “ok” and You will receive another email from [youth@pyninc.org](mailto:youth@pyninc.org). with next steps.

Thank you for your interest in participating in E<sup>3</sup> managed by the Philadelphia Youth Network. This message confirms that we have received your completed online application.

**This is just the first step in the enrollment process. Please check your email for more information regarding enrollment and next steps.**

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## Step 2: Submit Paperwork to enrollment

This step is done by email and invitation only. Enrollment is the opportunity to complete and sign required paperwork and submit copies or pictures of documents necessary to continue beyond the apply step. You will complete enrollment forms on a computer or a mobile device by using a secure folder (ShareFile) to submit your forms and vital documents. Details will be sent to the email address used on your application.