

# **SEASY STEPS**

# TO APPLY FOR A UPH FOUNDATION SCHOLARSHIP

## 1. VISIT US ONLINE

Go to the Union Printers Home Foundation website at www.uphfoundation.org or just click here.

## 2. CREATE YOUR OWN PROFILE

The student applying for the scholarship <u>must create and have their own</u> <u>profile</u>, separate from their eligible family member's profile. If the student is actually the member of the former/current PPMWS, then only one profile will need to be created. Click here for complete eligibility rules.

## 3. <u>REGISTER</u>

Click on the Log In/Sign Up button in the top right-corner of the webpage. If you have previously created an account, great! Just enter your login information and press Login. Otherwise, click on Register.

## 4. PROVIDE ALL NEEDED INFORMATION

To successfully create a profile and register, provide the information requested by completing all of the required fields, and then select the Submit button. You will receive an email asking you to verify your email address. Please always check your **Spam or Junk Mail** folder, it might be there.

### 5. APPLY FOR A SCHOLARSHIP

Once your profile has been completed and verified, you can begin the application process. Go to the UPHF website and Log In. In the top righthand corner of the page, select the drop-down menu from the Scholarship tab. Click on Apply. You will then be taken to the scholarship application. Enter all requested information.