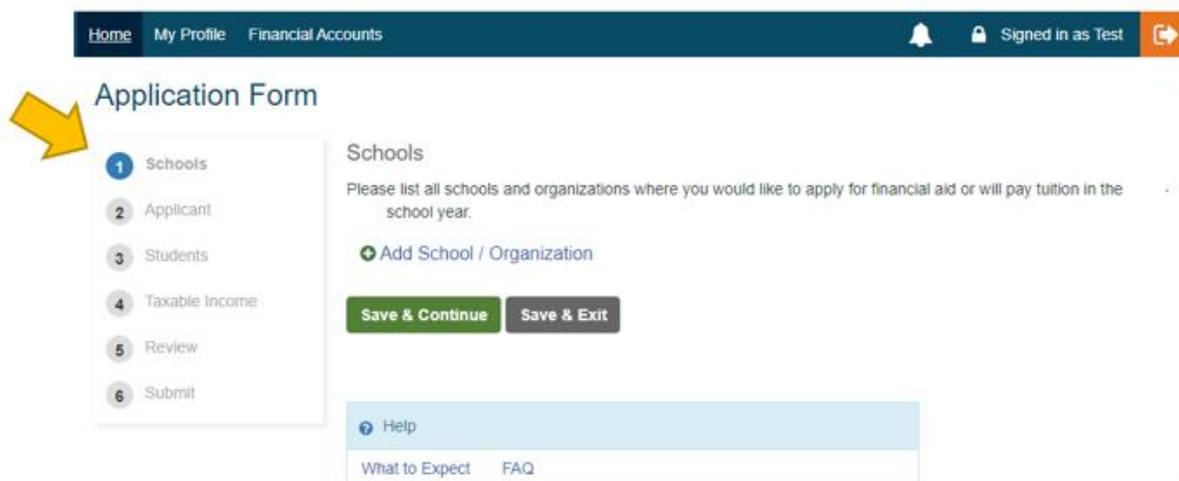
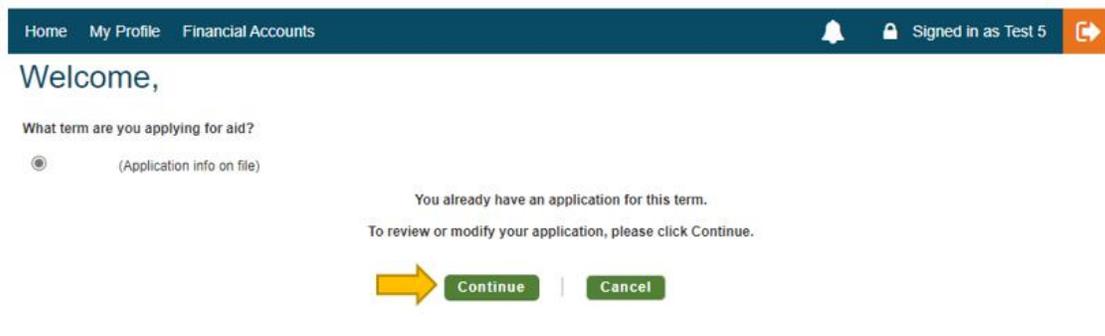


I have already submitted an application and now need to also apply for MOScholars Scholarship Program consideration

Step 1: Once you have completed the prescreening process for your Educational Assistance Organizations (EAO) and get to the FACTS landing page, you will sign in with your existing FACTS credentials.

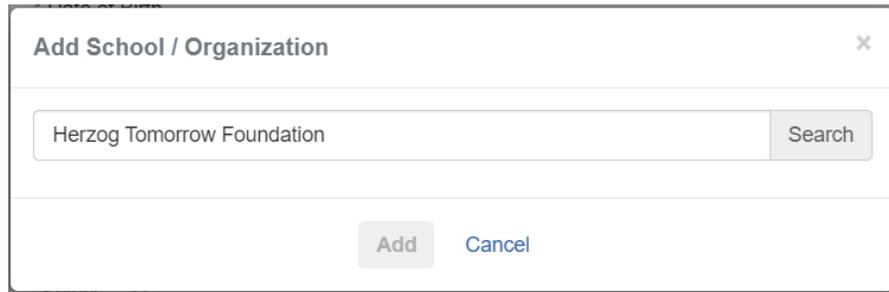


Step 2: After logging in, the site should let you know you already have an application on file. Click the “Continue” button to access the application. This action will land you on the “Schools” section.



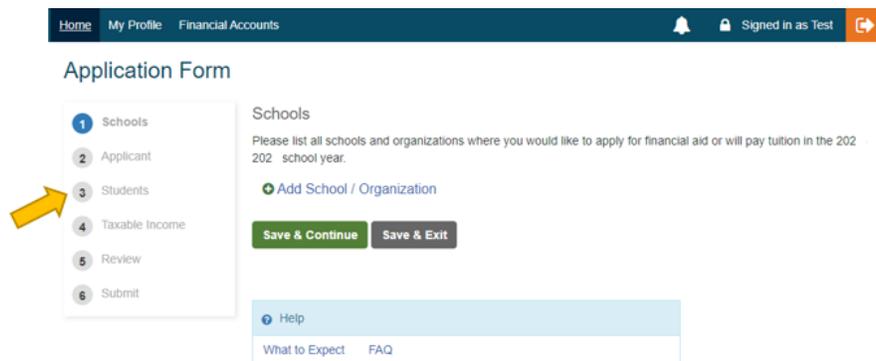
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Step 3: In the “Schools” section you will see a list of any schools or organizations you have already submitted an application for. Click the link to “Add School / Organization” and search for your Educational Assistance Organization (EAO) using their name, city, state, or zip code; click “Add” then click “Save & Continue”.



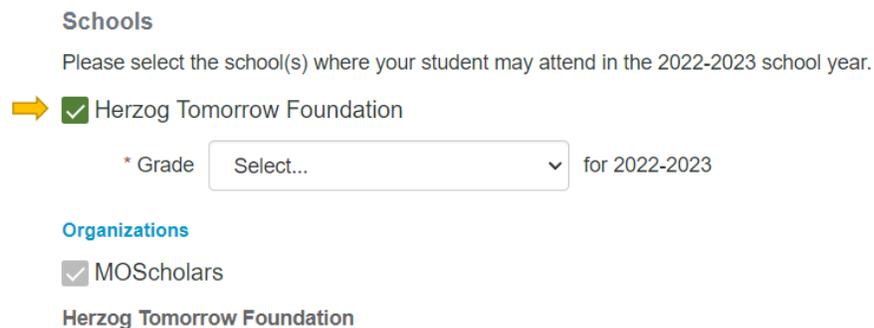
The screenshot shows a modal window titled "Add School / Organization" with a search bar containing "Herzog Tomorrow Foundation" and a "Search" button. Below the search bar are "Add" and "Cancel" buttons.

Step 4: Using the left-hand side panel you will now want to navigate to the “Students” section.



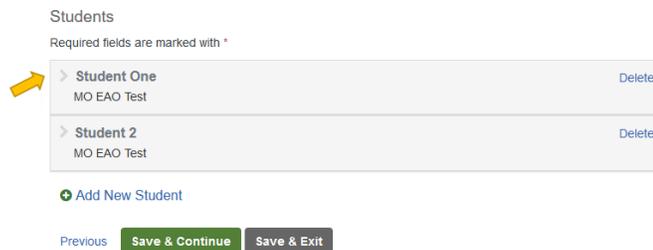
The screenshot shows the "Application Form" navigation menu with a yellow arrow pointing to the "Students" option. The menu includes: 1 Schools, 2 Applicant, 3 Students, 4 Taxable Income, 5 Review, and 6 Submit. The main content area shows the "Schools" section with a description, an "Add School / Organization" link, and "Save & Continue" and "Save & Exit" buttons.

In the “Schools” area of each student’s profile you will want to make sure your EAO is selected by checking the box next to the option if it is not already checked.



The screenshot shows the "Schools" section for a student profile. It includes a heading "Schools", a description "Please select the school(s) where your student may attend in the 2022-2023 school year.", and a list of schools with a yellow arrow pointing to a checked box next to "Herzog Tomorrow Foundation". Below this is a dropdown menu for "Grade" set to "Select..." for "2022-2023". The "Organizations" section below shows a checked box next to "MOScholars" and "Herzog Tomorrow Foundation".

**The arrow next to the student’s name opens and closes the student’s information to save space.*



The screenshot shows the "Students" section for a student profile. It includes a heading "Students", a note "Required fields are marked with *", and a list of students with a yellow arrow pointing to a chevron icon next to "Student One". The list includes "Student One" and "Student 2", both with "MO EAO Test" and "Delete" buttons. Below the list is an "Add New Student" button and "Previous", "Save & Continue", and "Save & Exit" buttons.

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Step 5: Once you have attached the EAO to all applicable students you will select “Save & Continue” at the bottom of the screen.



Application Form

- Schools
- Applicant
- Students
- Additional Questions
- Taxable Income
- Nontaxable Income
- Change of Income
- Monthly Expenses
- Annual Expenses
- Assets & Liabilities
- Additional Questions
- Review
- Submit

Once the data has saved, the application will be updated to display the required questions to apply for MOScholars. You will see those sections of the application now have a red “X” point next to them in the left-hand panel.

You can navigate back to those sections by clicking on the section name in the left-side panel. Required questions will show up in red as you navigate the pages.

Once you have answered all required question for all sections and they all display as green check marks you can just “Save & Exit” to finish.

Step 6: After you have updated your application you will be sent to your application summary page. There is a section on this page called “Institution Status”. This will list out each school and/or organization you have applied to, and which student(s) applied. Make sure to verify all students appear where they should. If they do not, click the “View Form” button to go back into your application and update it.

Institution Status	
INSTITUTION	STATUS
Contracted School	
Student 4	Incomplete
Student 5	
Scholarships	
Student	Complete
Student 4	
Student 5	
 View Form	

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