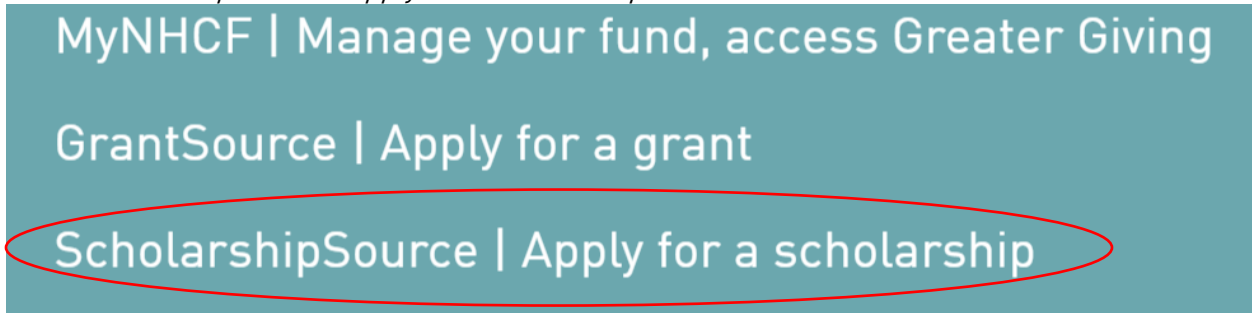


SCHOLARSHIP SOURCE: HOW TO RETRIEVE A USERNAME

1. If you have already created a Scholarship Source account but cannot remember your username, you are still able to access your account by retrieving your username
2. Visit NHCf's website: www.nhcf.org
TIP: If possible, use either Google Chrome or Internet Explorer as your web browser, as they have the best compatibility with Scholarship Source.
3. From the homepage, click the *Login* button.



4. Click *ScholarshipSource | Apply for a scholarship*.



5. You will be directed to the welcome page for Scholarship Source, which is the Charitable Foundation's online scholarship application portal. Please read all of the information on the page and note the upcoming application deadlines. If you have questions about deadlines please call us.
6. To retrieve your username:
 - a. From the sign in page, select the *Forgot your username?* option.
 - b. Enter the email address connected to your account. If you are not sure what email address is connected to your account or if you no longer have access to that email, give us a call. We can update your account with your current email address.
 - c. An automated message will be sent to the email address that is connected to your account. Log in to the email address connected to your account and open the automated message. Your username will be listed in the email. Copy your username. (CTRL + C)
 - d. Back in Scholarship Source, select the option *Try to sign in again* to be brought back to the login page. Then paste in your username (CTRL + P) and type in your password. If you cannot remember your password, please see our instructions on how to reset a password.
7. If you still have trouble accessing your account, please do not create a new account - please call us. We can very easily look up your account information or update it. Having duplicate accounts has caused problems for applicants in the past!