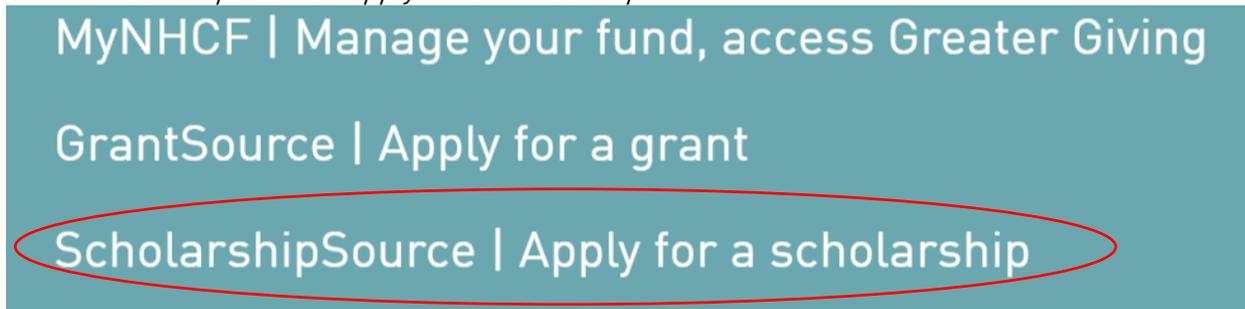


SCHOLARSHIP SOURCE: HOW TO CREATE AN ACCOUNT

1. Before you create a new Scholarship Source account, are you sure that you don't already have one? If you do but can't access it, please see our password recovery instructions and our username retrieval instructions or call us. If you are not sure whether you have an account, please call us. Having duplicate accounts has caused problems for applicants in the past!
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. If you are a first-time user, click *First Time Users Create Account*.
7. Record your new account information.
 - a. Create a username.
TIP: Your username cannot be your email address.
 - b. Create a password.
TIP: Be sure to review the password requirements.
 - c. Confirm your password.
 - d. Enter your first name & last name.
TIP: These fields auto-populate in your scholarship applications, so use your full name.
 - e. Enter your email address. If your email address is already in use on another account, you will be unable to use it a second time. If you experience difficulties with this, please call us.
TIP: Don't use your school email. Many school emails – especially the ones provided by high schools – are deleted after you graduate!
TIP: Use an email account that you check frequently, because email is our primary means of contacting you.
 - f. Create a secret question and answer. This information will be used if you forget your password.
8. Finally, hit the *Submit* button. An automated message will be generated to the email account you listed. You will have to click a link in that automated message to activate your Scholarship Source account.