

Empire Pandemic Response Reimbursement Fund


Applicant Instructions

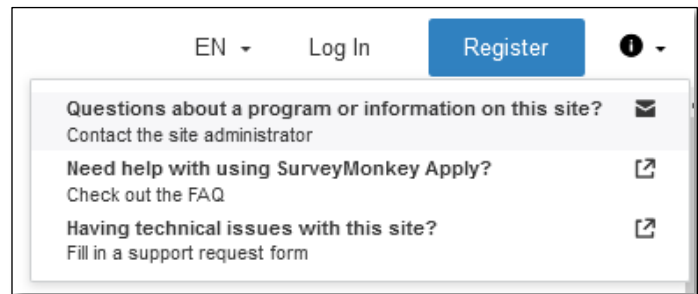
The Empire Pandemic Response Reimbursement Fund supports Essential Workers and First Responders. The program is designed to reimburse up to \$1,000 for some qualifying expenses that enabled workers to perform their duties during the COVID-19 public health emergency.

To apply, please visit www.pandemicfundny.org

Using the Chrome browser is recommended when accessing the application.

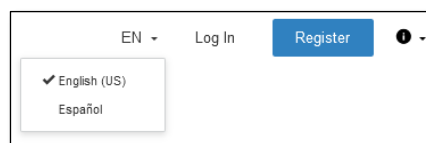
Having technical issues with this site?

Click on the  icon in the upper right corner of the browser window to contact support.



DO NOT CREATE A DUPLICATE ACCOUNT

This application is available in both English and Spanish. Use the Preferred Language toggle button in the top right corner to choose.



Empire Pandemic Response Reimbursement Fund

Getting Started Online with the Application

Registering a New Site Account

New applicants click “Register” in the top right corner of the homepage. (Illustration A)

You will be prompted to enter your name and email address. (Illustration B)

Please use your *legal first and last name* to register so we may easily identify you for funding eligibility.

An invitation will be sent to your inbox. Click the “Confirm email address” button. Once you receive your registration confirmation message, click “Continue” and you may log into the site at any time to begin your application. (Illustration C)

Before you validate your email address, you have the option to access the site. However, a valid email address must be verified and a site password selected before beginning your application or you will not have access to save or submit your forms.

Please DO NOT use social media to register



Illustration A

A registration form titled 'Apply Register for an applicant account'. At the top, it says 'DO NOT USE SOCIAL MEDIA LOG-INS ~ NO USE LAS REDES SOCIALES EN INICIAR SESIÓN'. Below this, there are three social media login buttons (Facebook, Google, Apple) which are crossed out with a red line. Underneath, it says 'Register with' and 'OR'. The form has fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. At the bottom, there is a checkbox for 'I'm not a robot' with a reCAPTCHA logo, and a blue 'CREATE ACCOUNT' button.

Illustration B

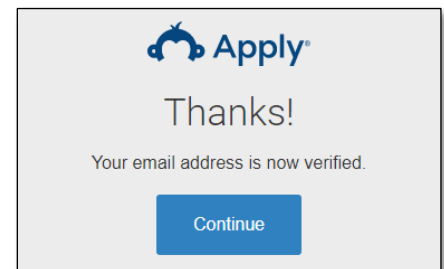


Illustration C

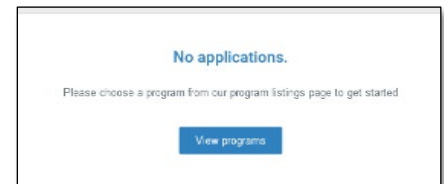


Illustration D

Empire Pandemic Response Reimbursement Fund

Starting the Application

The site will open to your “My Applications” page with an indication that no application has been started yet. Click “View programs” (see **Illustration D** on page 2).

- ▶ On the Programs screen, click “More” for Empire Pandemic Response Reimbursement Fund. (**Illustration E**)
- ▶ Click “Apply” to get started. (**Illustration F**)
- ▶ Click on each task to fill out the form. (**Illustration G**)

| Program | Open date | Deadline |
|---|----------------------------|---------------------------|
| Empire Pandemic Response Reimbursement Fund | Mar 13 2021 12:00 AM (EST) | MORE > |

Illustration E

Empire Pandemic Response Reimbursement Fund

The Empire Pandemic Response Reimbursement Fund supports Essential Workers and First Responders. The program is designed to reimburse some qualifying expenses that enabled workers to perform their duties during the COVID-19 public health emergency.

[APPLY](#)
Opens
Mar 13 2021 12:00 AM (EST)

Illustration F

| Your tasks | |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Applicant Identification |
| <input type="checkbox"/> | Applicant Employment |
| <input type="checkbox"/> | Household Income |
| <input type="checkbox"/> | Household Expenses |
| <input type="checkbox"/> | Payment Information |
| <input type="checkbox"/> | Income Upload |
| <input type="checkbox"/> | Expense Upload (optional) |
| <input type="checkbox"/> | Attestation |

Illustration G

Helpful Hints

- ▶ The form will auto save as you make entries. You may log out and come back later to complete this form if needed.
- ▶ NOTE: when you see the ellipsis icon (...) in the top right corner of any form, click on it for additional functions.
- ▶ Completed tasks may be changed any time before the application is submitted. To do so, select the task in Your List and the “Edit” function located in the ellipsis icon. Make your changes then click “Mark as Complete” again.
- ▶ You should download the entire application after it is submitted. *We recommend keeping a copy for your personal records since you will not have permanent access to them.*
- ▶ You will receive email notifications when your application is submitted and when an award determination has been made. You can also log in at any time to see the status of your application on the My Applications page.