

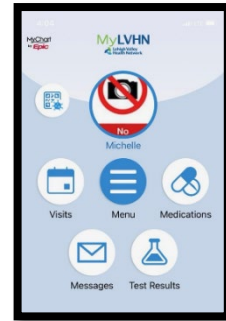
Instructions on how to fill out and then upload to fill out the Self Declaration Form via Mylvhn.org. or MyLVHN portal.

1. Go to **MyLVHN.org** on your computer.

Computer



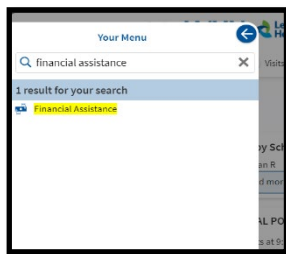
MyLVHN Portal



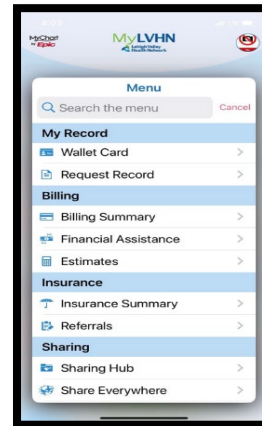
2. Go to **Your Menu**

- a. Type **Financial Assistance** in **Search Bar**
- b. Click on **Financial Assistance**.

Search Bar



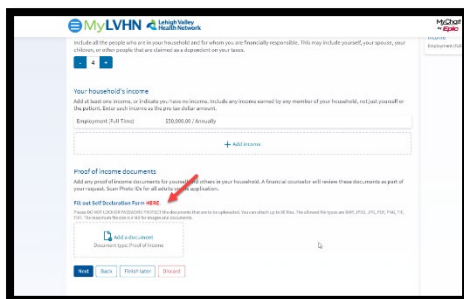
MyLVHN Portal



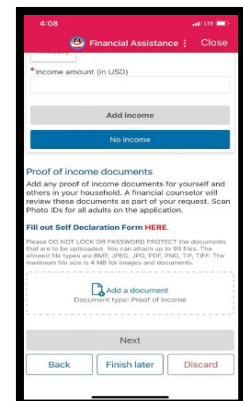
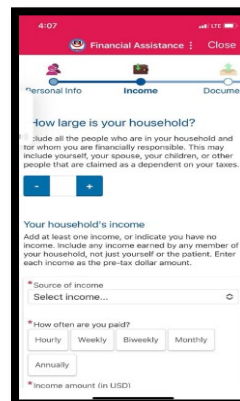
3. Go to household income...

- a. To fill out the Self Declaration Form. Click on **HERE** (see below) ...
- b. Once you click **HERE**...
- c. Open a link outside of MyLVHN.
- d. Click **continue**.

Computer



MyLVHN Portal



4. You will be taken to a fillable **PDF** file where you can fill out the Self Declaration Form.
 - a. Save application to your **“files/documents”** on your computer, cell phone, or tablet.
 - i. Click on the icon for options (at the bottom of the screen)
 - ***Look for a rectangle box with an upward arrow.***
 - b. A pop-up box appears- scroll down to **“save to files.”**
 - i. It will be labeled as Self Declaration Form, select **“save”** at top of screen.
 - c. Go to your files in your computer, cell phone, or tablet.
 - d. Fill out document and save it.
5. Go back to **MyLVHN.org** on your computer or **MyLVHN portal** via phone/tablet.
 - a. Go to **Financial Assistance** in **MyLVHN.org** or **MyLVHN portal** and choose to add document.
6. Go to your files from (computer, cell phone or tablet) and upload filled out application.
 - a. Select **“next”** at the bottom.
7. Complete information on this form and upload this application by selecting **“add a document”** at the bottom.
8. Once uploaded select **“next.”**
9. Continue through the application process...