



Applying for Emergency Financial Relief

An Applicant Guide from E4E Relief

Getting Started

E4E Relief administers emergency financial relief programs on behalf of employers and other sponsoring organizations. These programs provide timely, needs-based grants to individuals experiencing significant hardships or disasters.

To begin your application, visit your program's designated portal and click **"Apply for Relief"** or **"Log In"** in the upper right-hand corner.

You can find frequently asked questions and program contact information on the applicant support page, which you can navigate to via the **"Support"** button at the top of the page.

AdvocateHealth.e4erelief.org

The screenshot displays the Advocate Health Teammate Emergency Fund website. At the top, the navigation bar includes 'LOG IN', 'Donate', 'Support', 'English', and a blue button labeled 'APPLY FOR RELIEF'. The main heading reads 'We've been preparing for days like this.' Below this, a sub-heading states 'And we're here to help. If you've been affected by a natural disaster or financial hardship you could be eligible for financial assistance.' A prominent blue button says 'APPLY IN ABOUT 10 MINUTES'. A large photo of a smiling woman is on the right. Below the photo, the text 'HOW TO APPLY' is followed by 'The process is fast, simple & respectful.' A four-step process is outlined: 1. Sign up for assistance (Register to verify your eligibility and create a relief profile), 2. Prepare to apply (Gather information and documents to show need for relief), 3. Complete questions (Depending on your event you will complete a set of questions so our grant specialists can make a decision quickly), and 4. Track Progress (Track the progress of your application any time). A yellow arrow points from the 'APPLY FOR RELIEF' button in the navigation bar to the 'APPLY IN ABOUT 10 MINUTES' button on the main content area.

Step 1: Register or Log In

- If this is your first time using the portal, you will need to register.
- Click the “**Register Now**” button and follow the steps to create an account
- **After registering, your account must be verified.** This can take up to 24 business hours. You will receive an email when your account is ready.
- You will need your Advocate Health Employee ID located in **Workday** to register.

Example: Register Now

ADVOCATE HEALTH Advocate Health Teammate Emergency Fund

Relief Application

1. LOG IN 2. PREPARE 3. QUESTIONNAIRE 4. TRACK PROGRESS 5. RECEIVE RELIEF

Log In

Log in to your existing relief program account. Don't have an account? Click on "Register Now".

Log in with your existing relief program account credentials.

Email Address

Password [Forgot your password?](#)

[LOG IN](#)

OR

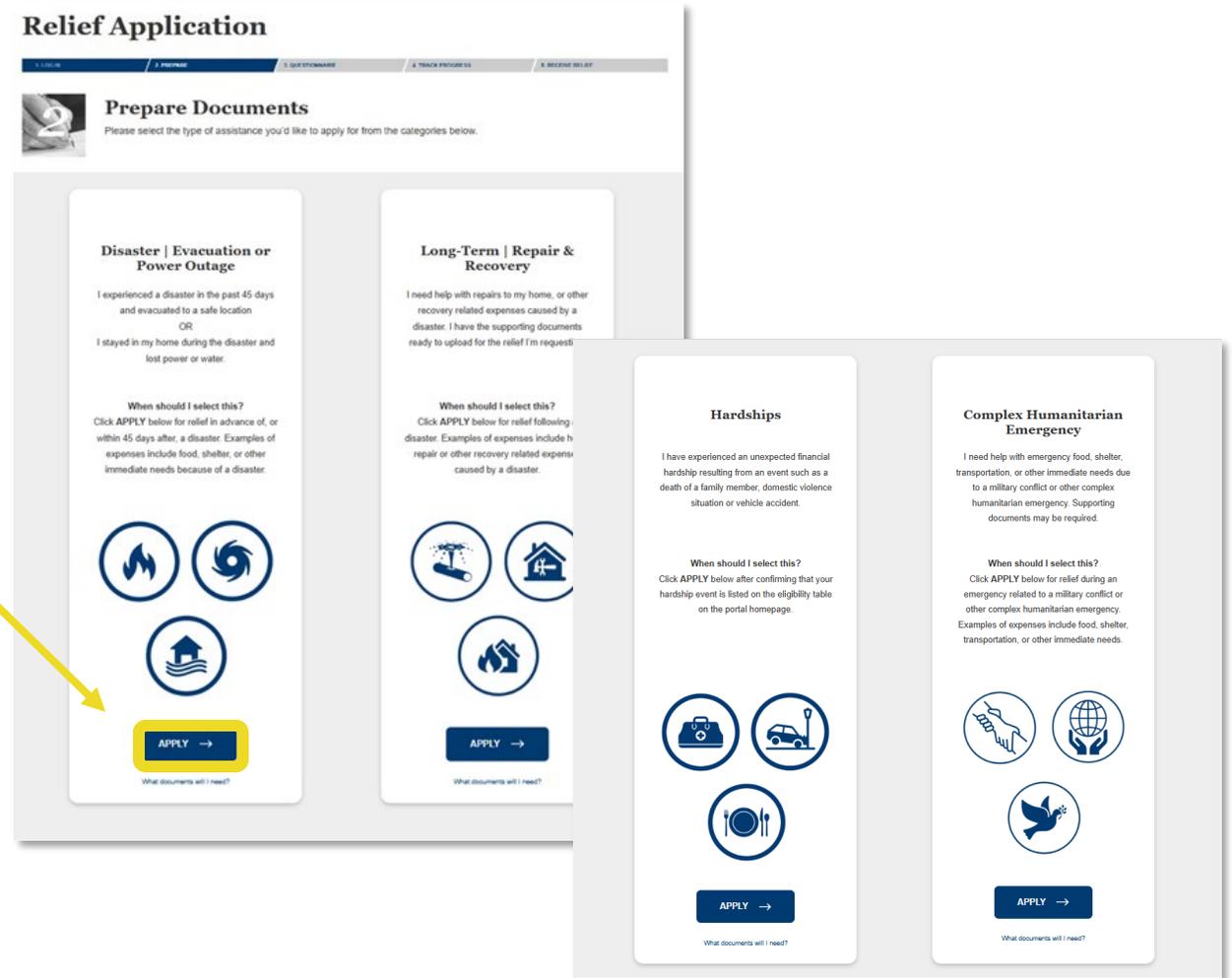
Don't have an account? [Register Now](#)

- If you have registered before, log in using your existing credentials

Step 2: Select Application Type & Prepare Documents

Once logged in, select **“Apply”** under the application type that most closely describes the event you have been affected by and need assistance to cover expenses. This will determine the types of documentation required.

Tip: If you're unsure what documents might be required, check out the [Applicant Resource Center](#).

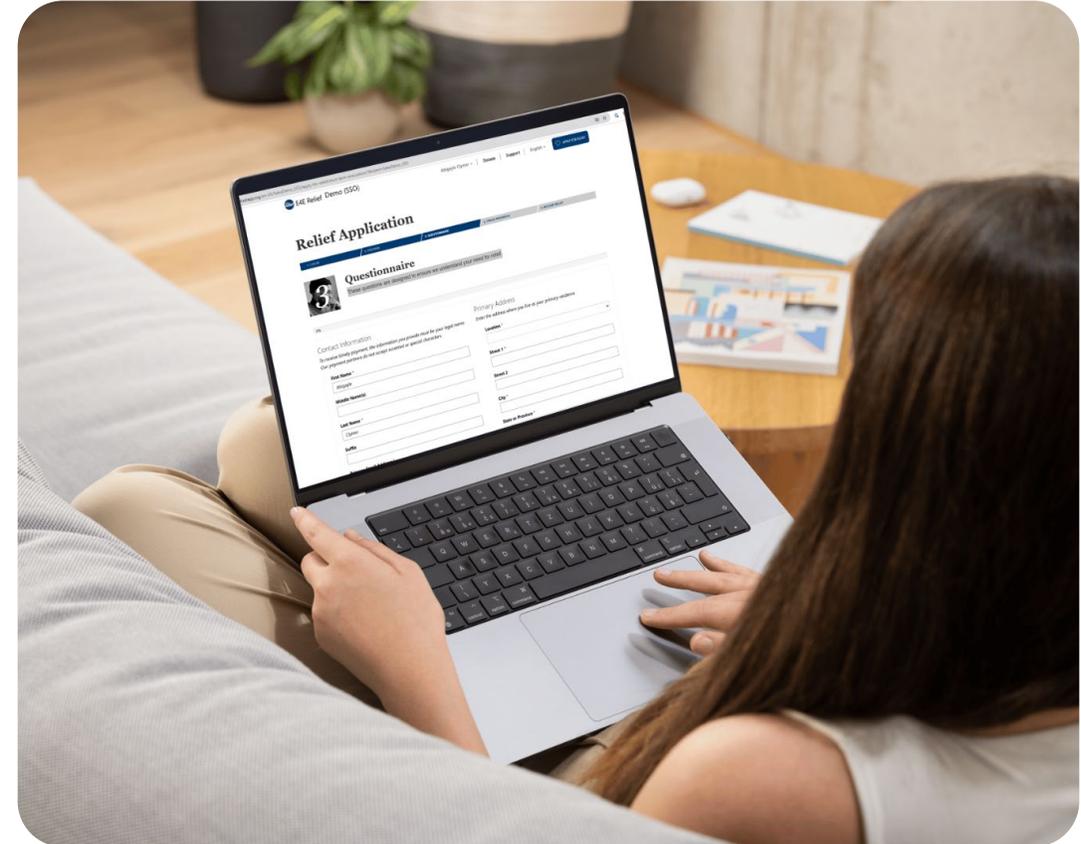


Step 3: Questionnaire

The application questions are designed to gather the information we require to fairly understand your financial need, which could include:

- Contact Information
- Event details
- Expenses

Tip: If you need to pause while applying, your progress will be saved at the last completed page.



Step 3: Creating your Profile

You'll start with a section to enter your personal details. You'll be asked for:

- Contact information
- Primary and mailing addresses
- Additional details

If you don't meet the eligibility criteria at any point in the questionnaire, you'll see an ineligible message and the application will end.



Questionnaire

These questions are designed to ensure we understand you better.

Tip: Make sure your **phone number and email address are accurate** so we can contact you with updates or questions.

oms

Contact Information

To receive timely payment, the information you provide must be your legal name. Our payment portals do not accept accented or special characters.

First Name *

Middle Name(s)

Last Name *
Suffix

Primary Email Address *

Primary Phone Number *

Primary Address

Enter the address where you live as your primary residence.

Location *

Street 1 *

Street 2

City *

State or Province *

ZIP/Postal Code *

Additional Details

This information is used along with the details in your application to determine your eligibility for a grant award.

Mailing Address

Enter the address where you receive mail (if different from Primary Address).

Mailing Address Same as Primary?
 No Yes

Step 3: Event Details

Now, share information about the event that led you to apply. You'll be asked for:

- Event type
- Date the event occurred
- A brief description of how the event impacted you or your household

Depending on your event type, you may be prompted to upload documentation such as a medical bill, layoff notice, or insurance claim.

Event Details

Please select your event: *

Example: "Hurricane X"

What was the date of your event? *

Have you evacuated, or are you planning to evacuate? *

Did this event cause you to lose power at your primary residence for more than 4 hours? *

To provide the most efficient review process please use this box to enter additional details explaining what happened to you.

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Step 3: Expenses

Depending on your application type, enter the expenses you're seeking assistance to cover. For each expense, you'll:

- Enter the amount
- Upload a supporting document (if requested)
 - Ex: Receipt, invoice, billing statement, or estimate

Note: It is possible to upload multiple documents per expense.

Tip: Supporting documents should clearly show

1. Your name and address
2. The goods or services purchased
3. The vendor or service provider's name, address, and contact info

Relief Application

1. LOG IN / 2. PREPARE / 3. QUESTIONNAIRE / 4. TRACK PROGRESS / 5. RECEIVE RELIEF

Questionnaire

These questions are designed to ensure we understand your need for relief.

40%

Expenses

Please enter expense amounts and supporting documents. Click drop down arrow to begin.
Acceptable supporting documents include receipts, invoices, billing statements, and/or estimates. Supporting documents should clearly show:

- 1) your name and address
- 2) details of the goods and/or services purchased
- 3) the name, address, and contact information for the company that provided you the goods and/or services.

Expense Type ↑	Requested Amount
Food Spoilage	▼
Lodging	▼
Meals	▼
Mileage	▼

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Step 3: Final Questions and Submit

Finally, you must answer the following to complete the application:

- Whether you're willing to share your relief story with a representative from your company
- Your agreement with E4E Relief's terms and conditions

Click **Submit** when ready.

Relief Application

1. LOGIN / 2. PREPARE / 3. QUESTIONNAIRE / 4. TRACK PROGRESS / 5. RECEIVE RELIEF

3 **Questionnaire**
These questions are designed to ensure we understand your need for relief.

87%

Terms and Conditions

By registering to apply and submitting this grant application, I accept the terms of E4E Relief's Privacy Policy, which

Relief Application

1. LOGIN / 2. PREPARE / 3. QUESTIONNAIRE / 4. TRACK PROGRESS / 5. RECEIVE RELIEF

3 **Questionnaire**
These questions are designed to ensure we understand your need for relief.

75%

Share Your Story

Would you be willing to share your story with your employer? If yes, we will provide your employer your name and email address and they may contact you for additional information. No other information you provided in this application will be provided. *

Yes No

My signature provided.

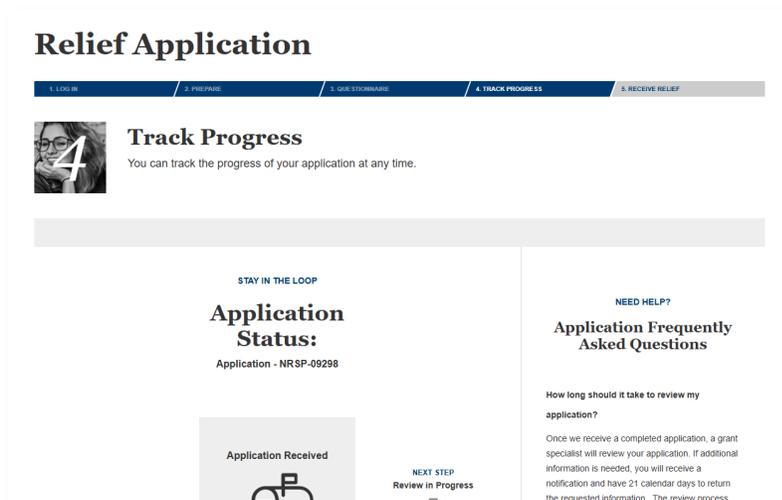
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After You Submit: Tracking Your Application

Once you submit your application, you'll be directed to your **personal dashboard**.

From there, you can:

- **Track** your application status
- **Access FAQs**
- Upload additional documentation if requested



You can also click the **“My Applications”** tab under your name in the site menu to view your submitted application and check its status.

Status updates, **including grant approval or decline**, will be sent to your **primary email address**.

