

# 4-H Scholarship Application

## User Guide—Payment Request

URL: <https://4hscholarship.tennessee.edu/>

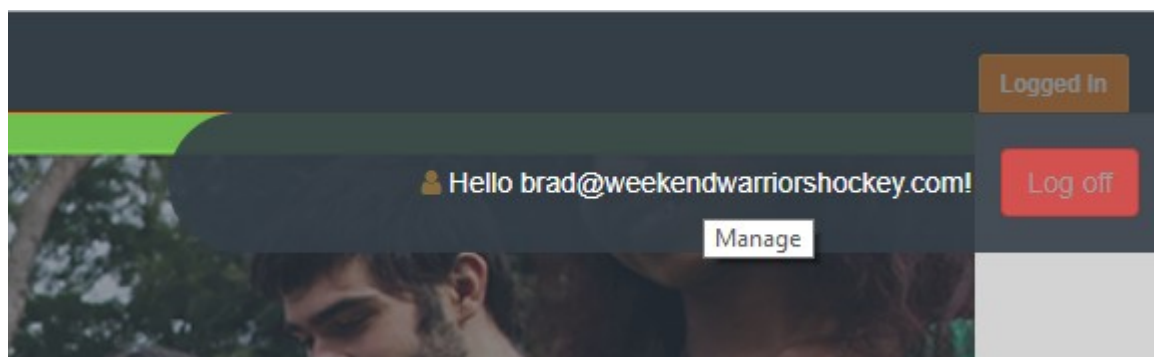
Congratulations on receiving a scholarship from the Tennessee 4-H Scholarship program.

- Step 1: Request Payment

- When you are ready to request payment from one (or all) scholarships you have been awarded, visit the Tennessee 4-H Scholarship web application and log-in.



- You will notice that you now have access to a tab in the menu bar titled, “Request Payment”.
- When the “Request Payment” page loads, you will notice that the top portion containing contact information is already completed. If there is anything incorrect, follow the steps below to edit your profile or change email address:
  1. Once logged in, you will notice the “Log In” tab changes from “Log In” to “Logged In”. If you click this tab, you will see “Hello {your username}” and a “Log Off” button. If you click your username, you will be directed to the “Manage Account” area.



- If your profile information is correct, you may proceed to the bottom section of the payment request.
- The first option in the bottom section of the “Request Payment” page is “Select Scholarship”. Since the scholarships are awarded individually, you must request payment for each one individually. For example, if you received two scholarships, Scholarship A and Scholarship B, both scholarships will be available in the drop down box. Select the scholarship you are requesting payment for and complete the remaining information. You will have to request payment for each scholarship one at a time. Once a request for payment is made for a scholarship, that specific scholarship will no longer be available in the drop down. Once request for payment for all available scholarships is complete, the form will be locked and no further action can be taken.
- Remember to include transcripts showing classes and GPA as of the last semester completed. The transcripts need to show student information within the document.

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- Step 1: Request Payment (continued)
  - Additional Information required:
    - School Name
    - Major
    - Student ID
    - For the below information, you will need to contact your Bursar office to determine the information you will need to provide.
      - Payment Attention To
      - School Contact Phone (Person handling payment in the Bursar office)
      - School Address (Bursar Office)
      - School City
      - School State
      - School Zip
  - Upload transcripts
- Step 2: After payment has been processed
  - Once a payment has been processed, you will receive an email containing the following:
    - Date payment was processed.
    - Check number of payment (You could use this to follow up with the Bursar office when determining if they have processed your payment)
    - Contact information for the donors responsible for funding the scholarship in which you received.
      - It is recommended that you write a personal note of appreciation to the donor.

If you have general questions regarding the Tennessee 4-H Scholarship program, please contact your local 4-H Agent. If you are having technical issues, please send as much detail as possible via email to [cburgos@utk.edu](mailto:cburgos@utk.edu).