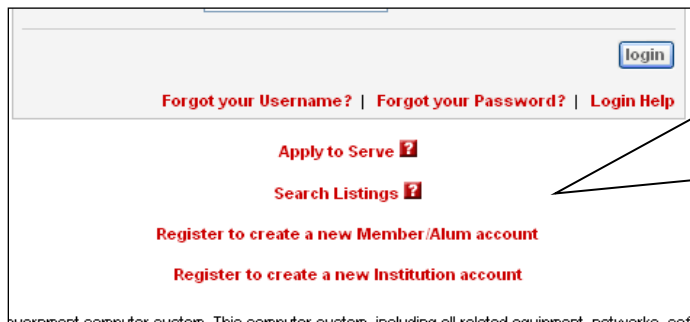


PART 1

Create a My AmeriCorps account.



Go to <https://my.americorps.gov/mp/login.do>

(Note: the website address starts with **https and there is no www**)

Click "Register to create a new Member/Alum account" at the bottom of the page.

Complete the information and hit submit. After submitting your information, you will be instructed to click a link that has been sent to your e-mail. Open the e-mail and click the link, which will bring you to a page to create a username and password. **Be sure to keep a record of your username and password in a safe place!**

Member/Alum Registration

Member/Alum Information

* Last Name:

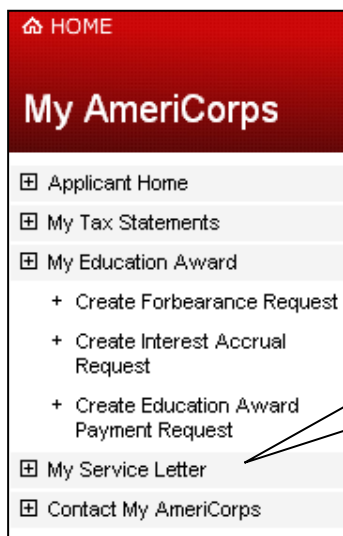
* Date of Birth: (mm/dd/yyyy)

* SSN: eg. 123456789

* E-mail:

Please complete all required fields. An asterisk (*) denotes a required field.

[Registration Help](#)



After you have created your username and password, you will be directed to your AmeriCorps homepage. Click "My Service Letter" on the left side of the page.

Request Service Letters.

The screenshot shows the 'Print Service Letters' page in the My AmeriCorps system. On the left is a navigation menu with options like 'Applicant Home', 'My Living Allowance', 'My Tax Statements', 'My In-Service Benefits', 'My Education Award', 'My Service Letter', 'My Trainee Registration Profile', 'End of Service Benefit Selection', 'Events', 'Search Events', 'My Resources', and 'Contact My AmeriCorps'. The main content area has a title 'Print Service Letters' and a paragraph explaining that users can print letters certifying their time of service. Below this is a link for help. The form itself includes a 'Service Term' dropdown, a 'Letter Type' dropdown, and a text area for the recipient's name and address. At the bottom are 'cancel' and 'print' buttons. Three callouts provide instructions: one for the recipient information, one for the Letter Type dropdown, and one for the print button.

HOME

My AmeriCorps

Print Service Letters

From this page, you can print out letters certifying your time of service in an AmeriCorps program. To print a letter, select a term of service and then select the type of letter you need. Type in the name and address of the intended recipient and click the "print" button to print the requested service letter. Form to be printed can be viewed using **Adobe Reader** software.

[Click here for help.](#)

*** Service Term:**
Please Select

*** Letter Type:**
Please Select

Type name and address of recipient:

Letter Type
Select "Certification of Service Letter" from the drop down.

cancel **print**

Enter the name and address of the intended recipient. This information will be used for the inside address of the letter.

Submit
Click "print" to receive a PDF version of the Certification of Service letter.