

3.0 YOUTH TRAVEL TRUST FUND REQUESTING AN APPLICATION



Registering – Requesting YTTF Access

1. Navigate to the **Youth Travel Trust Fund (YTTF)** page on the KHA website, by clicking on Portals in the top right corner.



2. Select Youth Travel Trust Fund on the right side of the screen.

Youth Travel Trust Fund

3. Click on the provided link, that will direct you to the YTTF registration page.



4. Click on **Register Now** link.



5. Complete the registration form, in the comment section indicate the reason for your request. (Ex: Youth Travel Trust Fund Access)

Create New Account	
First Name *	
Last Name *	
E-mail Address *	name@domain.com
Confirm E-mail Address *	name@domain.com
Phone Number *	
Comments *	

6. Click the **Register** button below once you have filled in the registration form.



7. The following message will generate, notifying you that the SAMIS team administrators will receive and review your request:



- 8. Once the SAMIS team administrators reviews your request, you will receive one of the two emails below.
 - If the request is approved, you will receive an email notification providing you with your username and password like the one below:



• If the request is rejected, you will receive an email notification like the one below:

	Suwandail Garner <noreply@webauthor.com></noreply@webauthor.com>			
SAMIS: Duval Portal: Request for Membership Response				
Dear Liana Fake:				
Comments: No authorization access given				
Your request for membership has b	been denied by Suwandail Garner			

*If your request is rejected, an explanation will be provided in the comment section of your rejection email. Correct all issues stated and resubmit access request for re-review.

9. Navigate back to the login page, input the **Login ID** (email) and **Password** provide in your approval request email.

	Login to get started				
	Login ID				
P	Password				
	Remember Me Forgot your password?				
	Sign In				
	Having trouble? Contact Support				

10. The following prompt will occur, read and review the terms and conditions, then click the **Agree** button to proceed.

Before using this site, you must agree to the terms and conditions of use.		
Terms of Use - 1/18/2011 - Version 2.0 BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT UNDERSTAND AND AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COUNSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.		
Definitions "Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.	•	
I Agree I Do Not Agree		

11. You will then be prompted to choose a password that only you will know, click the **Change My Password** button once your decision has been made.

Change Password				
New Password *	\odot			
Confirm Password *				
Change My Password				

12. Your chosen password will be saved, and you'll be taken to your SAMIS dashboard to start a Youth Travel Trust Fund application.

	Welcom	e Lianal	17 - 78 N	17
KIDS HOPE ALLIANCE	💕 SAMIS	YOUTH TRAVEL TRUST FUND		