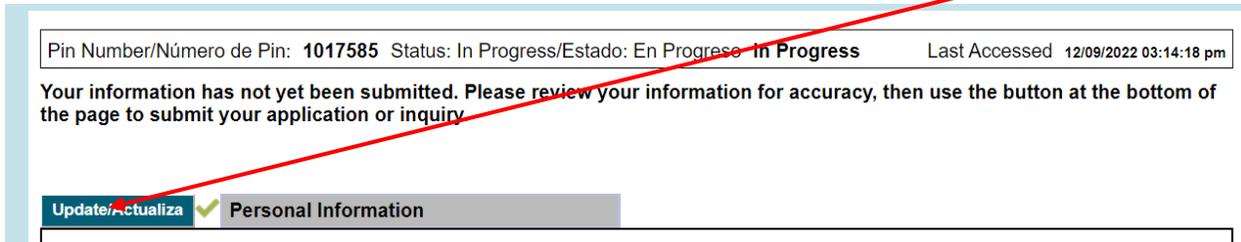Instructions: Fill out the application online. Once you have typed in your signature on the attestation page please pay attention to the screen that populates. Make sure that each section has a ✔️ after each segment to confirm it is properly filled out and no updates are needed. If you see there is no check mark this is an indicator that more information is needed. To make edits click on the update.
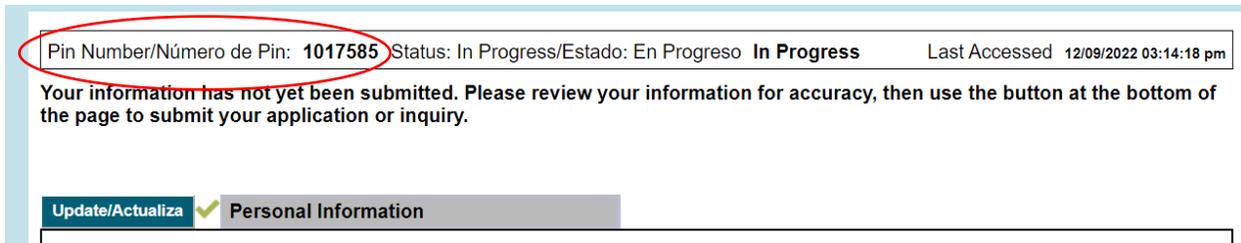

The top of the application will show you the progress of your application as communicated and in bold in the screenshot above.

SAVE the assigned Pin Number for future reference with the EMPOWER System.

After verifying the ✔️ print and/or save as a PDF file for your records.

Final Step: Click on I am Finished – Submit.

Allow 1-2 business days for the system to process your application. Once your application is processed, you will be able to complete the next steps.