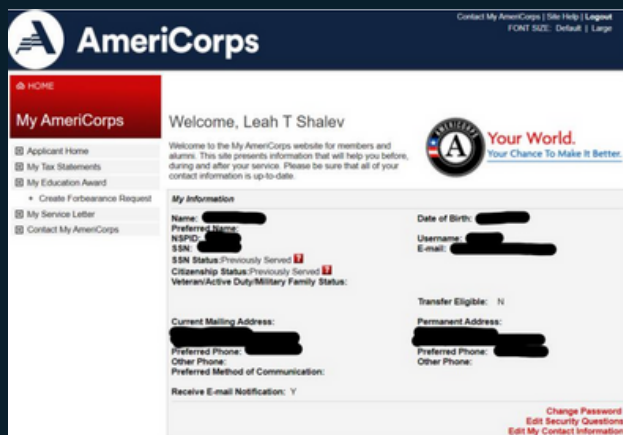


# How to Access AmeriCorps Service Verification Letters

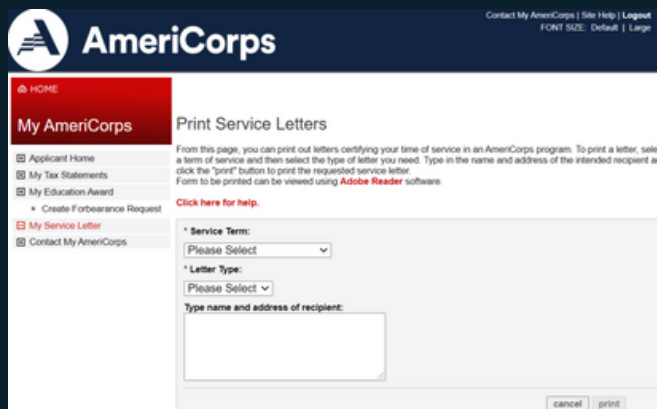
**Step 1:** Login to your MyAmeriCorps portal at <https://my.americorps.gov/mp/login.do>

**Step 2:** On your home screen, you should see a link for “My Service Letter” in the left sidebar.



The screenshot shows the My AmeriCorps home page. The left sidebar contains a navigation menu with the following items: Applicant Home, My Tax Statements, My Education Award, Create Forbearance Request, My Service Letter, and Contact My AmeriCorps. The main content area displays a welcome message for Leah T Shalev and a "My Information" section with various fields for personal and contact details, including Name, Date of Birth, Username, E-mail, SSN, and various status indicators. There are also links for "Change Password", "Edit Security Questions", and "Edit My Contact Information".

**Step 3:** After clicking on the “My Service Letter” link, you should see the screen pictured below. Fill in the appropriate information in the drop down options (you should be able to select “Certification of Service” under Letter Type), and enter the name and address of the intended recipient of the letter and click “Print.”



The screenshot shows the "Print Service Letters" page. The left sidebar is the same as in the previous screenshot. The main content area contains a "Print Service Letters" section with a "Click here for help." link. Below this, there are two dropdown menus: "Service Term" and "Letter Type", both currently set to "Please Select". Below the dropdowns is a text input field labeled "Type name and address of recipient:". At the bottom right of the form are "cancel" and "print" buttons.

**Step 4:** A letter will be automatically generated, which you can download or print for electronic or physical forwarding to the intended recipient.