



# The CAREs Project, Inc.

*Into a CAR and onto Financial INDEPENDENCE*

3410 Healy Drive, Suite 209 Winston-Salem, NC 27103 336-840-1555 www.thecaresproject.org

## Step-By-Step Directions for Accessing and Returning Application via COMPUTER

### 1. Open and Read Car Ownership Program Welcome Letter

After you have read through our Program Requirements and you qualify, open our welcome letter to have a road map for the Car Ownership Program.



### 2. Open and Edit PDFs

Click on PDF icon to access the Program Application. The PDF will open and has fields available for you type in your information. Here is an example of what our application icon and how it should look like with the editable fields.



**Car Ownership Program - Customer Application**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*(Full name as it appears on your driver's license)*

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ Preferred method of contact?  Email  Phone

Type in your information...

**Car Ownership Program - Customer Application**

Name First Name Last Name Date of Birth 01/01/1990  
*(Full name as it appears on your driver's license)*

Address Address City City ST NC Zip Zipcode

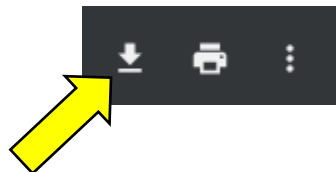
Home Phone 000-000-0000 Cell Phone 000-000-0000 SSN 000 - 00 - 0000

Email email@gmail.com Preferred method of contact?  Email  Phone

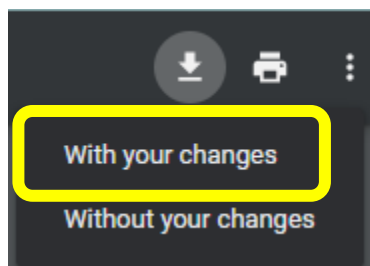
### 3. Save your PDFs

After you have completed everything in the document then you will need to save and download the file with YOUR information...

*Click on the DOWNLOAD icon shown below. Should be in the top right corner of the page*



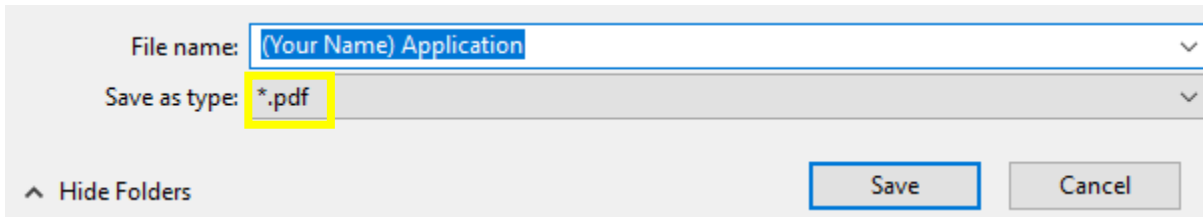
**You will want to SAVE WITH YOUR CHANGES**



#### 4. Save As a PDF

Name the file “(Your Name) Application”

Example: *Charles Young Application*



**\* You Can Save, Edit, And Come Back to It. You Do Not Need to Complete It in One Sitting\***

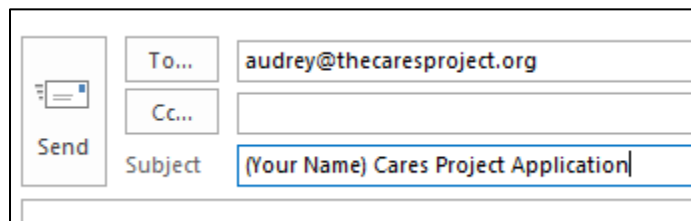
#### 5. Return Application (Upload or Email attachment)

##### A. Compose and Send Email with PDFs

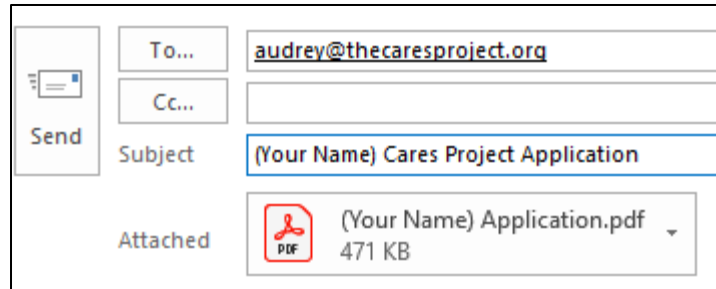


When you have completed all the application documents, please **email** them to The Car Ownership Program Administrator, Audrey McLaughlin at [audrey@thecaresproject.org](mailto:audrey@thecaresproject.org) With the subject line “(Your Name) Cares Project Application”

\*Please make sure you have consulted with the *Application Checklist* to make sure you have completed everything required for the application. \*



**In the email, please select or click on “Attach File”. The icon for this is a little paperclip.**

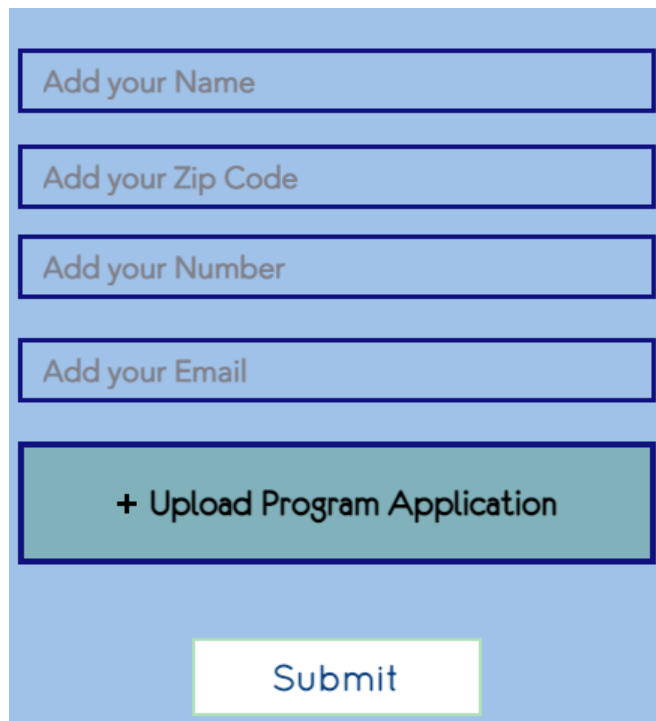


The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. The 'To...' field contains the email address [audrey@thecaresproject.org](mailto:audrey@thecaresproject.org). The 'Cc...' field is empty. The 'Subject' field contains the text '(Your Name) Cares Project Application'. Below the subject field, an attachment is listed: '(Your Name) Application.pdf' with a PDF icon and a size of 471 KB.

Once you have inserted or attached the application documents you may send the email. The Program Administrator will let you know if they were received and if any further information is need before moving on to the next phase in the Car Ownership Program.

### **B. Upload Completed Application on Website**

If you wish to upload the Application, you can by visiting our How-to-Apply webpage: <https://www.thecaresproject.org/how-to-apply>, complete our application, upload the PDF, and submit!



The screenshot shows a vertical web form with a light blue background. It contains four text input fields with placeholder text: 'Add your Name', 'Add your Zip Code', 'Add your Number', and 'Add your Email'. Below these fields is a large button with a plus sign and the text '+ Upload Program Application'. At the bottom of the form is a white 'Submit' button.

Please reach out to [Audrey@thecaresproject.org](mailto:Audrey@thecaresproject.org) if you have any questions or trouble with the PDFs.

**Thank you and we look forward to serving you!**