Instructions on how to fill out and then upload to fill out the Self Declaration Form via Mylvhn.org. or MyLVHN portal.

MyLVHN Portal

1. Go to MyLVHN.org on your computer.

Computer



2. Go to Your Menu

- a. Type Financial Assistance in Search Bar
- b. Click on Financial Assistance.

Search Bar

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MyLVHN Portal



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- 3. Go to household income...
 - a. To fill out the Self Declaration Form. Click on HERE (see below) ...
 - b. Once you click **HERE**...
 - c. Open a link outside of MyLVHN.
 - d. Click **continue.**

Computer

MyLVHN Portal

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Indudeal the people whe are in your household and for whom you are financially responsible. This may include yourself, your speace, your children, or other people that are defined as a dependent or your takes.	Employment
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- 4. You will be taken to a fillable **PDF** file where you can fill out the Self Declaration Form.
 - a. Save application to your "files/documents" on your computer, cell phone, or tablet.
 - i. Click on the icon for options (at the bottom of the screen)

• Look for a rectangle box with an upward arrow.

- b. A pop-up box appears- scroll down to "save to files."
 - i. It will be labeled as Self Declaration Form, select "save" at top of screen.
- c. Go to your files in your computer, cell phone, or tablet.
- d. Fill out document and save it.
- 5. Go back to **MyLVHN.org** on your computer or **MyLVHN portal** via phone/tablet.
 - a. Go to Financial Assistance in MyLVHN.org or MyLVHN portal and choose to add document.
- 6. Go to your files from (computer, cell phone or tablet) and upload filled out application.
 - a. Select "next" at the bottom.
- 7. Complete information on this form and upload this application by selecting "add a document" at the bottom.
- 8. Once uploaded select "next."
- 9. Continue through the application process...