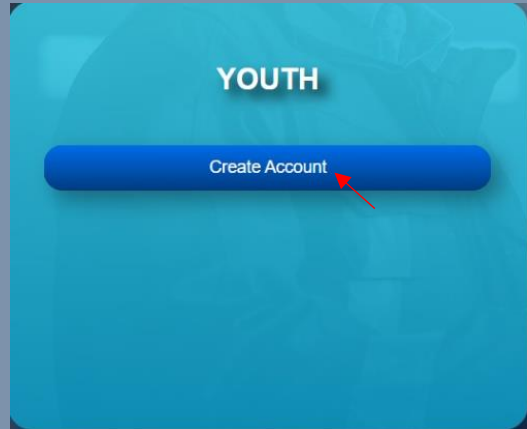


# NRWIB CYEP Application Guide

Application Link: <https://nrwib.digicon.com/>

## STEP 1. Create Youth Account



## STEP 2. Complete SIGN-UP Form

### Youth Signup Form

Fill out the following form to request a "Youth" account in the **Summer Jobs** program.

\* Email Address(UserID):

\* Confirm Email Address:

\* Password:

\* Confirm Password:

## STEP 3. Check your email for the CONFIRM ACCOUNT link. This may be in your Spam or "Promotions" folders if using Gmail.

To confirm and activate your account please click on the following link.

[Confirm Account](#)

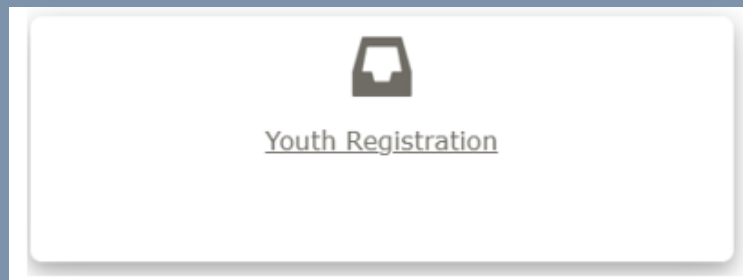
Please do not respond to this email, if you have any questions please send to [Appserver@digiconasp.com](mailto:Appserver@digiconasp.com).

[Reply](#) | [Forward](#)

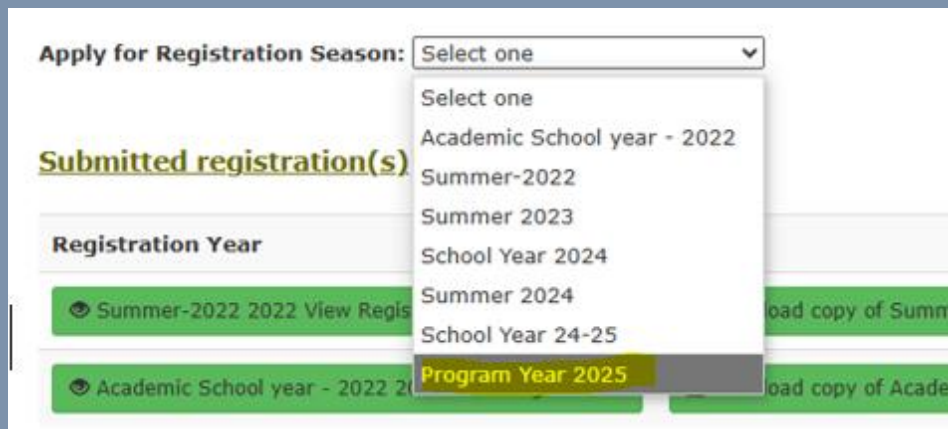
**STEP 4. Log in to your account. If on a mobile device, click the three-lined button.**



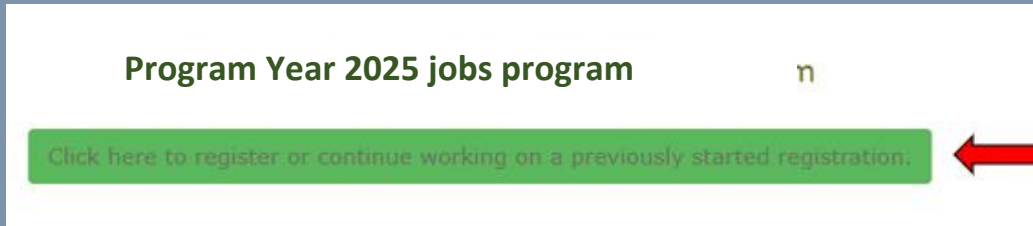
**STEP 5. Select Youth Registration**



**STEP 6. Select Program Year 2025**



## STEP 7. Click the green button to register



## STEP 8. Fill-out the application. Make sure all sections marked with \* are filled out.

2023 NRWIB Summer Youth Employment Program  
APPLICATION REQUIREMENTS & DOCUMENTATION CHECKLIST

**WAIT! Before you get started...**  
The following information is needed before getting started:

- Birth Certificate, Passport, or State ID
- Social Security Card
- Report Card, Transcript or Powerschool screenshot with School Name, School Year, and Name of the Student
- Proof of Income if College or Private School Student
- Selective Service Verification if 18+ Male [www.ssa.gov/verify/](https://www.ssa.gov/verify/)

If you do not have access to your social security card, please use this website to apply for a replacement card: [www.ssa.gov/myaccount/replacement-card.html](https://www.ssa.gov/myaccount/replacement-card.html)

Need one of the following documents that apply to the applicant:

- Letter from DCF
- Individualized Educational Plan (IEP)
- Physician Statement, SSI award, or 504 plan
- SNAP/TANF/SSS award letter
- Letter for Free/Reduced Lunch
- Applicants child birth certificate
- Last two years tax forms

Step 1 of 5 - Applicant Information

Step 2 of 5 - Demographic Information

Step 3 of 5 - Income

Step 4 of 5 - Work Accommodation

Step 5 of 5 - Attachments

**\*\*STEP 9a\*\*.** On the last section of the application, (**Attachments**), Submit the following documents that are highlighted. Use the correct **Attachment Type Name** to submit each document.

Step 5 of 5 - Attachments

**Please keep in mind:**

- You have to upload all these required documents: Social Security Card, Photo ID Verification (Current Passport, State or School ID), Age Eligibility (Birth Certificate, State ID, or Passport), Proof of School Enrollment (Current Year Report Card, Transcript, IEP)
- If you are Resident Alien, you have to upload Green Card document.
- All the documents need to be clear and legible.

Attachment Type:

Upload File:

File Name

ed By

Other

Age Eligibility (Birth Certificate, State ID, or Passport)

Green Card

Other

Photo ID Verification (Current Passport, State or School ID)

Proof of Free/Reduced Lunch

Proof of School Enrollment (Current Year Report Card, Transcript, IEP)

Proof of SNAP/TFA/SAGA

Resume

Selective Service (males only)

Social Security Card

**\*\*STEP 9b\*** YOUR DOCUMENT SECTION SHOULD LOOK LIKE THIS. THESE 4 DOCUMENTS NEED TO BE INCLUDED FOR YOUR APPLICATION TO SUBMIT

Attachment Type:

Upload File:  No file chosen

Delete	File Name	Attachment Type
<input type="checkbox"/>	IMG_20240106_131721.jpg	Social Security Card
<input type="checkbox"/>	IMG_20231014_194541.jpg	Proof of School Enrollment (Current Year Report Card, Transcript, IEP)
<input type="checkbox"/>	IMG_20240106_131721.jpg	Photo ID Verification (Current Passport, State or School ID)
<input type="checkbox"/>	IMG_20240125_235718.jpg	Age Eligibility (Birth Certificate, State ID, or Passport)

**STEP 10.** If you finish your application, select **Finalize and Submit.** If you need to finish your application later, select **Save and Continue Later.** **ONCE YOU SUBMIT YOUR APPLICATION, YOU CANNOT MAKE ANY CHANGES!**

Save and Continue Later

Finalize and Submit