

SYEP Application: How to Apply Online

Before you start (2 minutes)

Have these ready:

- An email address you can open right now (you must click an activation link)
- Your **legal first and last name** (as shown on your Social Security card, passport, or Individual Taxpayer Identification Number (ITIN))
- Photos or files of documents that show your:
 - **Age**
 - **Address**
 - **Household income**
- For examples review the [SYEP eligibility documents](#).

Tip: If you're using a phone, it helps to save document photos in one folder so they're easy to find when you upload.

Step 1: Go to the application site

Go to: <https://youthconnect.powerappsportals.us/> or scan the QR code



Step 2: Create your account (first-time users only)

1. Click **Apply Now**.
2. On the login page, click **Register** (it's under the Login button).
3. Fill out all required fields (look for the * asterisk).
4. Click the **Register** button.

You'll see a green pop-up if your account was created successfully.

Important: You can't apply until you activate your account.



Login

Username *

Password *

Remember Me

Login

[Forgot password?](#) [Forgot username?](#) [Don't have a profile? Register](#)

✓ Registration Successful

Thank you for registering your profile. To activate your profile, click on the link in the email that has been sent to [REDACTED].

Step 3: Activate your account (check your email)

1. Open the email inbox for the address you used to register.
2. Find the activation email from the City of Seattle
3. Click **Activate your account** (or the activation link).

If you don't see the email:

- Check **Spam/Junk/Promotions**
- Search your inbox for “activate” and/or “SYEP”
- Make sure you typed your email correctly when registering

After you activate, the link will send you back to the application site.

Step 4: Log in and start your application

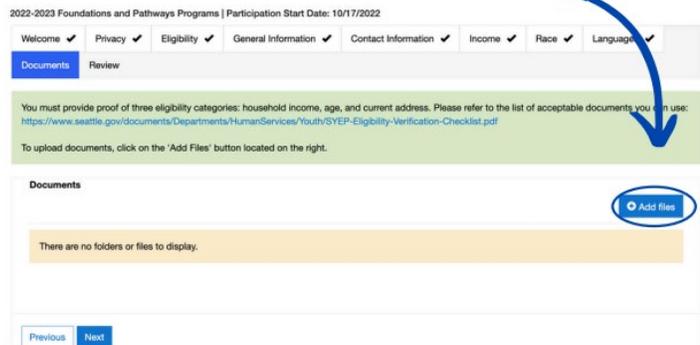
1. Click **Apply Now** again.
2. Log in with the username and password you created.
3. You'll land on the **Welcome** page.
4. Read the eligibility requirements and tips.
5. Click **Next** to begin.
6. Go through each tab and complete the questions.

Tip: Move tab by tab so you don't miss anything?

Step 5: Upload your required documents

When you get to the Documents tab:

1. Click **Add files**.
2. A pop-up will open.
3. Click **Choose Files** and select the document(s) from your device.
4. Click **Add files** in the pop-up to upload.



You must upload documents that show:

- **Age**
- **Address**
- **Household income**

For examples of documents please review [SYEP eligibility documents](#)

Overwrite warning: If “Overwrite existing files” is checked *and* the new file has the same name as one you already uploaded, the new file will replace the old one.

Tip: If you're uploading a newer version, rename it first (example: IncomeDoc_Updated.pdf) so you can tell them apart.

Step 6: Review and submit your application

1. Go to the **Review** tab.
2. Read through your answers to make sure everything is correct.
3. Scroll to the bottom and click **Submit**.

You'll see a green pop-up if your application was submitted successfully. SYEP staff will follow up after review if additional documents are needed.

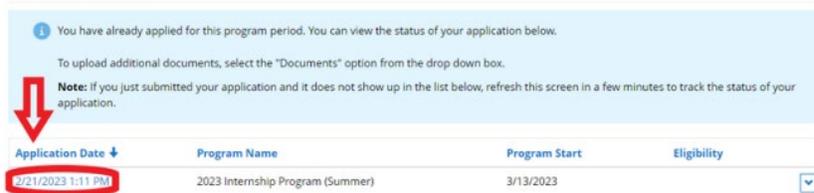
Applicants should check their email regularly for important communication and updates. Failure to do so may risk opportunity to participate in the placement process and program.

Step 7: Check your application status, confirm documents, and internship notifications

1. Go back to the home page.
2. Click **Applications**.
3. Find the SYEP application you submitted to view its status.
4. Click **Documents** to see what you've uploaded, SYEP staff will reach out by email if additional documents or information is needed.
5. To add more documents, click **Add files** again. (Image below)

Important: All required eligibility documents must be uploaded by **the application deadline** for your application to be considered.

Applications



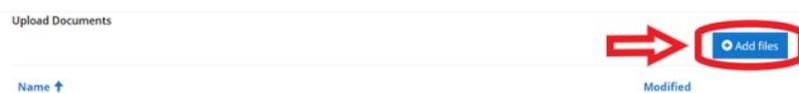
You have already applied for this program period. You can view the status of your application below.

To upload additional documents, select the "Documents" option from the drop down box.

Note: If you just submitted your application and it does not show up in the list below, refresh this screen in a few minutes to track the status of your application.

Application Date ↓	Program Name	Program Start	Eligibility
2/21/2023 1:11 PM	2023 Internship Program (Summer)	3/13/2023	▼

On the Documents page, you can upload additional documentation by clicking the "Add files" button.



Upload Documents

Name ↑

Modified

Add files

What to expect next (email notifications):

- Within seven (7) business days of applying SYEP staff will notify applicants to confirm their eligibility
- After applications close, SYEP Staff will notify all applicants within 14 business days by email whether they have or have not been accepted and will share next steps in the internship placement process.