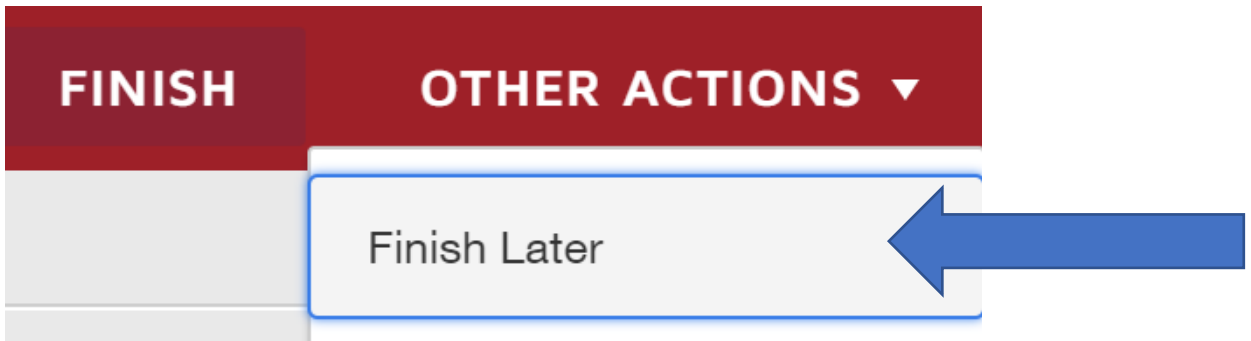


To Start filling in the application:

1. **NOTE:** In the upper right hand corner of the screen, you will see “**Finish**” and “**Other Actions**”. If at any point you need to leave the document, you can click on “**Other Actions**” and select “**Finish Later**”. It will save your progress and you can come back to it using the link in the email.



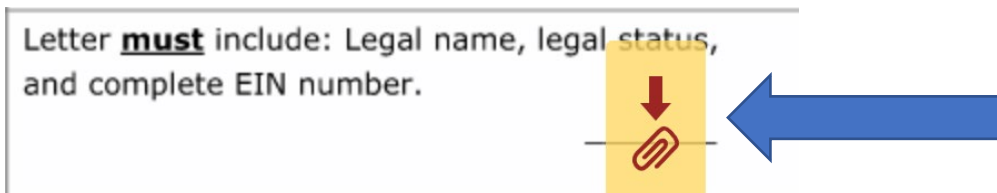
2. **Red Lined Boxes** are required information. You will need to complete this information to be able to complete the DocuSign. The **Gray Lined Boxes** are for optional information that may not pertain to you.

PART A: APPLICANT INFORMATION

1. LEGAL NAME OF APPLICANT AGENCY

a. D/B/A (if applicable)


3. For Required Attachments, there will be a box with a paper clip symbol in it with a red line around the box and yellow fill.



- For Optional Attachments, there will be a box with a paperclip symbol but it DOES NOT have a red line, is yellow lined, and has “Optional” at the bottom.

List ALL individuals who have been designated as an Authorized Representative of the applicant agency.

Attach page, if needed.




Only those listed below may sign a contract.

- If you do not have a FIEN because your business is a Sole Proprietorship, just type **N/A** and the Social Security Line will appear for you.

1. FISCAL YEAR OF APPLICANT AGENCY:	<i>Month/Date through Month/Date</i> <input type="text"/>
2. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) OR SOCIAL SECURITY NUMBER (individuals or sole proprietorships only)	FEIN #: <input type="text"/> OR Soc. Sec. #:

- Once all boxes are filled in that are required and all required documents are attached, Click

“**Finish**” in the upper right hand corner. 

- If there are any boxes or attachments missing you will be prompted to complete the task. Once completed, we will receive a notification and begin reviewing your application. If at any point you have any questions please reach out to Aging.OSDP@illinois.gov. Please be patient as there is a large volume of applications currently. Yours will be reviewed in the order it was received.