

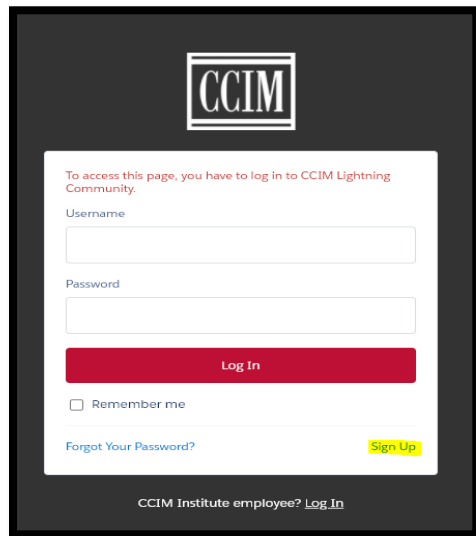
Veteran's Application Process – Staff Instructions

- The individual should go to the CCIM foundations website located here: <https://ccimef.org> to find the information about the program and apply.

(The individual does not have to be an active CCIM member with an account)

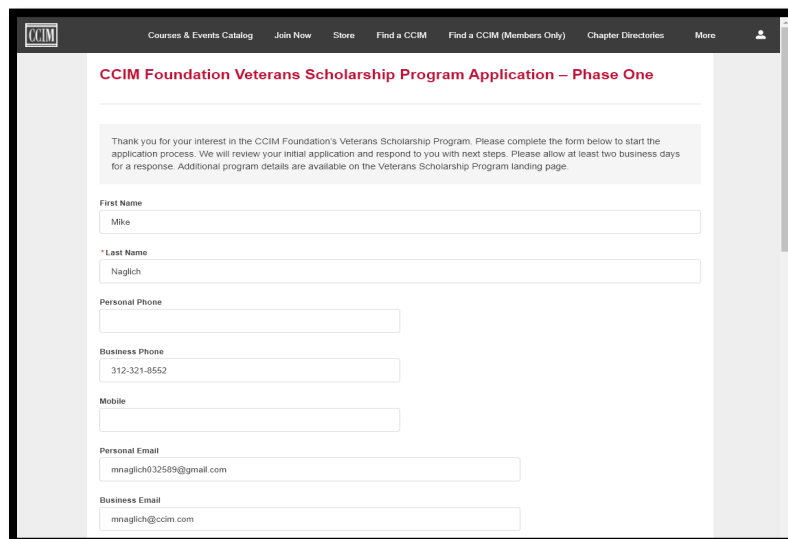
Direct Link to the info page: <https://go.ccim.com/foundation-vets/>

- Clicking on “Apply Now” will take them to a login screen. If they don’t currently have an account, they’ll click on “Sign Up” on the login page and create an account. After creating an account they will be directed to their profile, they’ll have to go back to the Foundation’s site to get to the form.

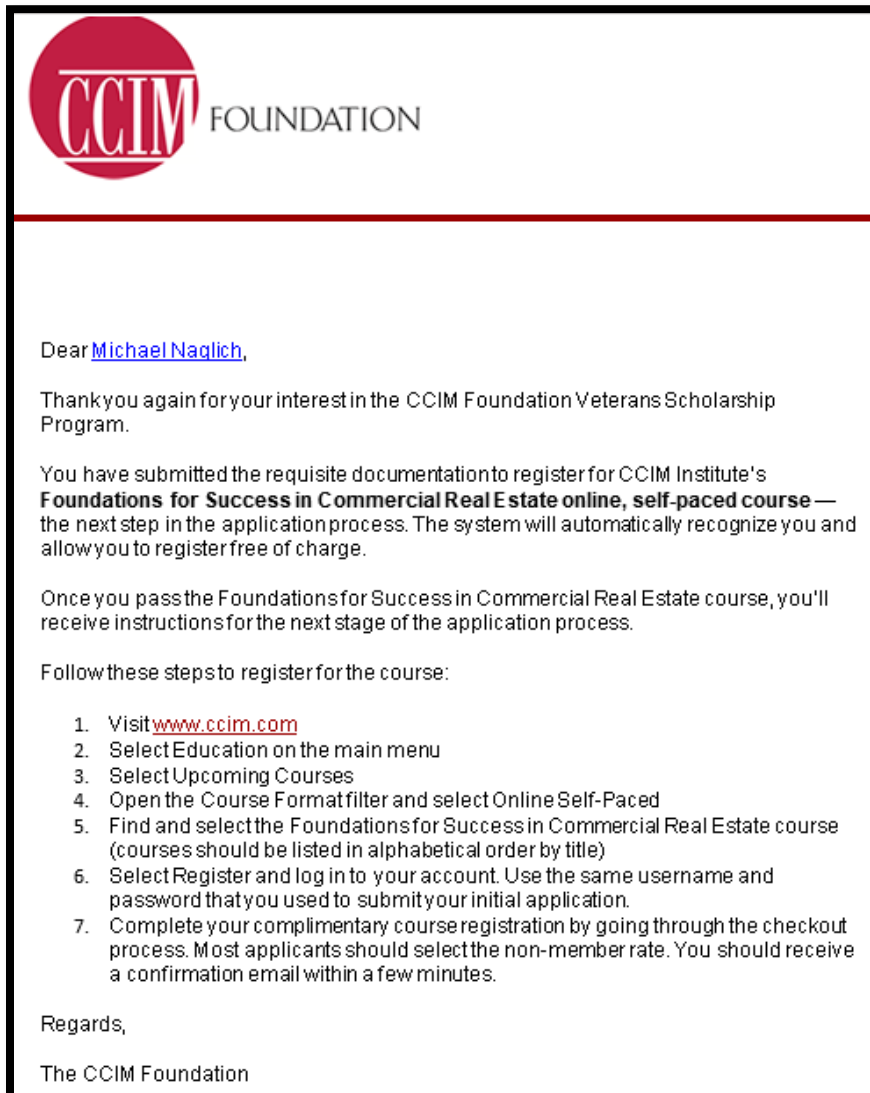
A screenshot of the CCIM Lightning Community login page. At the top is the CCIM logo. Below it, a message states: "To access this page, you have to log in to CCIM Lightning Community." There are input fields for "Username" and "Password". A red "Log In" button is below the password field. A checkbox for "Remember me" is next to the button. Below the button are links for "Forgot Your Password?" and "Sign Up". At the bottom, it says "CCIM Institute employee? Log In".

- Once they are on the form, it'll populate with some of the information from their profile, but they'll have to confirm which branch of the military they were in, along with uploading their Honorable Discharge form.

(Direct link to the form): <https://fontevacustomer-1638354c123-16418e0cd08.force.com/CCIMCommunity/s/veteransstageform>

A screenshot of the "CCIM Foundation Veterans Scholarship Program Application – Phase One" form. The form is on a dark-themed page with a navigation bar at the top. The form itself is white with a light gray border. It contains several text input fields: "First Name" (with "Mike" entered), "Last Name" (with "Naglich" entered), "Personal Phone", "Business Phone" (with "312-321-8552" entered), "Mobile", "Personal Email" (with "mnaglich032589@gmail.com" entered), and "Business Email" (with "mnaglich@ccim.com" entered). A message at the top of the form says: "Thank you for your interest in the CCIM Foundation's Veterans Scholarship Program. Please complete the form below to start the application process. We will review your initial application and respond to you with next steps. Please allow at least two business days for a response. Additional program details are available on the Veterans Scholarship Program landing page."

- Once they've submitted the form, both the member and Kristin will receive a notice about the form submission that confirms it's been entered. Kristin will review their submission and either approve or deny the application. If it's approved, the member will get a confirmation email that instructs them to sign up for the Foundations for Success Self-Paced course. They'll be able to register for this course for free (as they've been assigned a badge once the form was approved, and that badge has a price discount for the course).



- Once the member has taken and successfully completed the course, they'll receive an email with a link to the second form that they need to fill out.



(Direct Link to second form): https://fontevacustomer-1638354c123-16418e0cd08.force.com/CCIMCommunity/cpbse_form?ID=a0S5a00000Eu2wL

- This second form asks to confirm which Designation they are pursuing, a few essay questions, 3 professional reference's contact information and reference letters.

A screenshot of the 'CCIM Foundation Veterans Scholarship Program Application – Phase Two' form. The form is displayed in a web browser window with a dark header bar containing the CCIM logo, a shopping cart icon with '0 Items', and a user profile icon. The form title is in red. Below the title is a grey informational box stating: 'You've made it to the final stage in the application process for the CCIM Foundation's Veterans Scholarship Program. Please complete the form below. All applicants will be notified about their application status on or before April 30, 2021.' The form fields include: 'First Name' (text box with 'Mike'), 'Last Name' (text box with 'Naglich'), 'Personal Email' (text box with 'mnaglich032589@gmail.com'), 'Business Email' (text box with 'mnaglich@ccim.com'), and 'Which commercial real estate designation do you intended to pursue?' (dropdown menu with '--None--' selected). At the bottom, there is a red section header for 'Essay Questions'.

- Once they've submitted the second form, Kristin will review their submission and either approve or deny the application by April 30th.
- If approved, the applicant will receive a second badge called "Foundation Veteran's Scholarship Program".