NCLEAF
NC LEGAL EDUCATION ASSISTANCE FOUNDATION

217 East Edenton Street · Raleigh, NC 27601-1015

Dear Applicant,

Thank you for your interest in applying for educational loan repayment assistance through NC LEAF. We appreciate your commitment to public service, and we look forward to working with you.

For questions about eligibility, visit https://ncleaf.org/apply-now/ and click "NC LEAF Program Guidelines and Eligibility."

While completing your application, you will need to upload the following documents:

- Signed Employer Certification Form (for self AND spouse/domestic partner, if applicable).
- Your most recent Federal 1040/1040A/1040EZ tax returns-page 1 only showing your AGI.
- One year of loan payment history: servicer, address, account number, monthly payment and total debt.
- Your Federal Student Aid Summary from the National Student Loan Data System.

You will submit an application at https://webportalapp.com/sp/ncleaf

These instructions will walk you through:

(1) Creating an account,
(2) Setting up or updating your profile, and
(3) Submitting your application.

Step 1: Create your account

Go to: https://webportalapp.com/sp/ncleaf

1. Click on "Sign up." **(If you already have an account from 2024, sign in using your WORK email and skip to Step 2.)**

2. Enter your WORK email. Create a password. Click "Sign Up."

Step 2: Create your Profile.

Your profile contains basic information that you will be able to update from year to year.

1. Click on "Create a Profile to Get Started." (If you already have a profile, update it as needed by clicking "Edit" and then move to **Step 3**.)

2. Fill out your Profile.

3. At the bottom of your profile, select NC LEAF (NOT LANC).
4. Then click "Create Profile." Once you complete your profile, you are ready to start your application.

3. Apply for NC LEAF

1. Click on "Application."

2. Click "Open."

NCLEAF-Leadership...   WebGrants - NCIOL...   LWicclair   @ncleaf   MIE   NC LEAF Drive   All Bookmarks

Required Uploads for Law School Education Debt

Upload a Federal Student Aid Summary showing your total law school debt *

[+ Select a file]   TEST.pdf   🗑

Upload a loan payment history for the past twelve (12) months showing the amount of payment(s) and due date(s). *

[+ Select a file]   TEST.pdf   🗑

Upload proof of your total loan balance. *

[+ Select a file]   TEST.pdf   🗑

Certification

1. All of the information on this application is true and complete to the best of my knowledge and belief.
2. I understand that if I am selected to participate in this program, I will be required to provide authorization for NC LEAF to periodically verify loan and employment information
3. By submitting this application, I acknowledge and agree to the NC LEAF Program Guidelines.

I have read and agree to the certifications above. *

☑ Yes

Please type your name to serve as an electronic signature for the above. *

Leigh Wicclair

Last saved at 11:33:02 AM

Save Draft   **Mark Complete**   Close

POWERED BY
wizehive

---

3. Fill out your application. **[Please note that existing recipients may have some information pre-loaded in their application from 2024, which will need to be updated for 2025. If you have any problems, please click on "Save Draft" and contact Karen Fetter, Program Administrator, at admin@ncleaf,org.**

4. If you want to start your application and return to it later, click on "Save Draft."

5. When you are finished with your application, click on "Mark Complete." [see next page]

6. When you are finished, click "Final Submission." You will receive a confirmation email after submitting your application.

You will not be able to make changes to your application after hitting the Final Submission button.

IF YOU HAVE ANY PROBLEM SUBMITTING YOUR APPLICATION, PLEASE CONTACT KAREN FETTER, PROGRAM ADMINISTRATOR, AT ADMIN@NCLEAF.ORG. THANK YOU!