



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/nleaf>

Welcome to the NC LEAF portal!

First time here?
Click "**Sign Up**" to create a new login.

Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click "**Forgot your Password?**" A recovery email will be sent to create a new password.

Sign In

Email

Password

[Log In](#) [Forgot your password?](#)

Need an Account?


[Sign Up](#)

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

webportalapp.com/sp/signup/ncleaf

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NCLEAF

NC LEGAL EDUCATION ASSISTANCE FOUNDATION

[Return to Login](#)

Welcome to the NC LEAF portal!

First time here?
Click "**Sign Up**" to create a new login.

Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click "**Forgot your Password?**" A recovery email will be sent to create a new password.

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- ✔ Must contain at least one lowercase letter
- ✔ Must contain at least one uppercase letter
- ✔ Must contain one number
- ✔ Must be between 8 and 32 characters
- ✔ Must not be an email address

Confirm password

- ✔ Passwords must match

[Privacy - Terms](#)

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.

Homepage Welcome, lwicclair+8@nleaf.org

Welcome to your NC LEAF Portal! Click the box below to create your **PROFILE**. You must complete your profile before beginning your submission to NC LEAF. You may make changes to your profile at any time by clicking "Edit."


Create a Profile to Get Started

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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**.)

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 **NCLEAF**
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Homepage > Profile **Draft** Welcome, lwicclair+8@ncleaf.org ⚙️

Profile ▾ Save Draft **Create Profile**

APPLICANT'S PERSONAL INFORMATION

First Name *

Middle Name

Last Name *

Suffix, if applicable

Preferred Pronoun *

2. Fill out your Profile.

webportalapp.com/sp/profile_input/ncleaf

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Alternate Email *

This can be any email address other than your work email.

Preferred Email for Program Communications *

This can be your work email or your alternate email. It will be used for communication from NC LEAF.

Law School *

Law School Graduation Month *

Law School Graduation Year *

In what state are you licensed to practice law? *

Please select your Program: *

- Legal Aid of NC Employee
- NC LEAF (NOT LANC)
- New Jersey Housing Justice Corps
- Other (ONLY select other if you've been instructed by NC LEAF)

Save Draft Create 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

Homepage Welcome, lwicclair+8@nleaf.org

Welcome to your NC LEAF Portal! Click the box below to create your **PROFILE**. You must complete your profile before beginning your submission to NC LEAF.
You may make changes to your profile at any time by clicking "Edit."

ProfileCompleteEdit

Now that you have created your profile, you can begin the **SUBMISSION PROCESS**. Click the submission card below to begin.
At any point in the process, you can return to this homepage to view the status of your submission and actions required.

- If the status bar is **blue**, there is an action required. Click on the Card to complete the step.
- If the status bar is **red**, there is an error. Please reach out to NC LEAF at admin@nleaf.org.
- If the status bar is **green**, your submission is under review or completed and no action is needed.

Add Another

Leigh Wicclair

Created on 06/11/2024

Application

1. Click on “Application.”

The screenshot shows a web browser window with the URL `webportalapp.com/sp/workflow/ncleaf?path=64968799`. The browser's address bar and tabs are visible at the top. The main content area features the NCLEAF logo and the text "NC LEGAL EDUCATION ASSISTANCE FOUNDATION". Below the logo, there is a navigation bar with "Homepage > Leigh Wicclair" on the left and "Welcome, lwicclair+8@ncleaf.org" on the right. A dropdown menu for "Order by:" is set to "Newest to Oldest". The main heading is "Leigh Wicclair". Below this, there is a section titled "Application" with a "Final Submission" button. The text under "Application" reads: "Below you will find a section for each step that needs to be completed for you to submit your information. If action is required, click 'Open' to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click 'Final Submission.' Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes." Below this text is a box titled "Applications" with the instruction "Click 'Open' to complete the next step." and a list of two bullet points: "If you have saved or completed this step, you can click 'Edit' to make changes before submitting." and "Once you have submitted, you will be able to view but not make changes." A red arrow points from the bottom right towards the "Open" button in the "Applications" box. At the bottom of the page, there is a "POWERED BY wizehive" logo.

2. Click “Open.”

webportalapp.com/sp/task_item_primary_input/ncleaf?path=64968799

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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

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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]

The screenshot shows a web browser window with the URL `webportalapp.com/sp/workflow/nleaf?path=64968799`. The browser's address bar and tabs are visible at the top. The main content area features the NCLEAF logo (a green square with a white leaf design) and the text "NCLEAF NC LEGAL EDUCATION ASSISTANCE FOUNDATION". Below the logo, there is a navigation bar with "Homepage > Leigh Wicclair" on the left and "Welcome, lwicclair+8@nleaf.org" on the right. A dropdown menu for "Order by:" is set to "Newest to Oldest". The main heading is "Leigh Wicclair". Below this, there is a section titled "Application" with a minus sign icon. The text under "Application" reads: "Below you will find a section for each step that needs to be completed for you to submit your information. If action is required, click 'Open' to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click 'Final Submission.' Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes." To the right of this text is a green button labeled "Final Submission". Below the "Application" section is a box titled "Applications" with a "Complete" status and an "Edit" button. A red arrow points from the "Final Submission" button down and to the right towards the bottom right corner of the 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!