



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!

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.

I. Create your account

Go to: <https://webportalapp.com/sp/nleaf>



NCLEAF

NC LEGAL EDUCATION ASSISTANCE FOUNDATION

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

POWERED BY
wizehive

1. Click on "Sign up." (If you already have an account from the previous year, sign in using your WORK email and skip to **updating your profile**.)



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

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

II. Create or update 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

POWERED BY wizehive

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 **Apply for NC LEAF**.)

← → ↻ webportalapp.com/sp/profile_input/nleaf 🔍 ☆ 📁 | L ⋮

📄 NCLEAF-Leadership... 📄 WebGrants - NCIOL... 📄 LWicclair 📧 @nleaf 📄 MIE 📄 NC LEAF Drive | 📁 All Bookmarks



NCLEAF

NC LEGAL EDUCATION ASSISTANCE FOUNDATION

[Homepage](#) > [Profile](#) **Draft** Welcome, lwicclair+8@nleaf.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.

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.

III. Apply for NC LEAF

Homepage

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

Profile

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@ncleaf.org.
- If the status bar is **green**, your submission is under review or completed and no action is needed.

Get Started

Homepage

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

Profile

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@ncleaf.org.
- If the status bar is **green**, your submission is under review or completed and no action is needed.

Leigh Wicclair - 2025

Created on 09/27/2024

Q3 Reimbursements Submitted

Add Another

1. Click on "Get Started" if this is your first time applying to NC LEAF **OR** "Add Another" if you have participated in NC LEAF previously.

The screenshot shows a web browser window with the URL `webportalapp.com/sp/workflow/ncleaf?path=64968799`. The page header features the NCLEAF logo and the text "NC LEGAL EDUCATION ASSISTANCE FOUNDATION". Below the header, a breadcrumb trail shows "Homepage > Leigh Wicclair" and a welcome message "Welcome, lwicclair+8@ncleaf.org". A dropdown menu is set to "Order by: Newest to Oldest".

The main content area is titled "Leigh Wicclair" and contains a section labeled "Application" with a "Final Submission" button. Below this is a detailed instruction: "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."

A sub-section titled "Applications" is shown with a status of "Action Required" and an "Open" button. A red arrow points to this "Open" button. Below the "Applications" section, there are instructions: "Click 'Open' to complete the next step." followed by a bulleted list:

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

The footer of the page includes the text "POWERED BY wizehive".

2. Click "Open."

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.
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."

Order by: Newest to Oldest

Leigh Wicclair

Application

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.

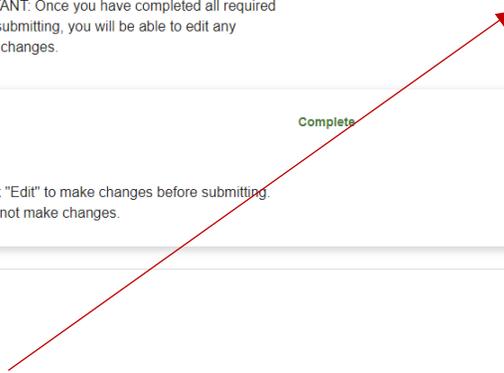
Final Submission

Applications

Click "Open" to complete the next step.

Complete **Edit**

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.



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.