

ENROLLMENT VERIFICATION REPORT (EVR) INSTRUCTIONS

1. Sign in to your ISTS portal to download the Enrollment Verification Report
 - a. Click link: <https://clients.applyISTS.net/Dream>
 - b. Enter your Username and password.
 - c. Click on the report called **Enrollment Verification Report**
 - d. Enter your Report Key
 - e. Export report into an excel document

If you forgot your username, or report key, contact Elena.Salorio@thedream.us. If you have trouble signing-in, please reset your password. For instructions on how to reset your ISTS password go to the PC portal on our website: <https://www.thedream.us/for-partner-colleges/partnership-toolkit/>.

2. Fill out the EVR following the instructions in the report.
 - a. Only Scholars currently Eligible for funds will populate in the report (provide data on each one)
 - b. **Do not** delete any of the columns in the report (if you do, it will not upload successfully)
 - c. **Do not** make any changes to the data in the gray fields (especially College ID). If a college ID is incorrect, you need to make the update in column K.
 - d. When saving your EVR, please use your Partner College name in the file name (example: York College EVR)
3. Once it has been completed, you will upload it to the new ISTS File Sharing site using the following Website, Username and Password:
 - a. <https://ftp.applyISTS.com/>
 - b. Dream390_PC
 - c. =VDAvwOH*9 (password includes the equal sign)
4. After logging into the file sharing site, click on the green "Add Files" button.
 - a. Upload your EVR
 - b. Click on either of the blue "Start" buttons
 - i. After you click the "Start" button, the email address or email addresses provided in the EVR will receive either a "Successful Upload" **email** or an "Errors" **email** within 1 minute (you will only receive the email if you provided an email address in cell B3, if you fail to provide one you will not know that you have errors that need to be corrected and your EVR will not be processed)
 1. If you receive an "Errors" email, please review the email attachment, and correct the errors listed before trying to upload it again
5. A copy of the finalized EVR with award amounts for each scholar will be emailed once funds are wired.

Award payments will be wired to your college within 30 days after the data submission is complete. The sooner the report is completed the sooner award payments will be sent.

Helpful Information:

- If your PC does not have on-campus housing, please enter the same amounts (housing and expenses) in the on-campus sections that you enter for living with parents.
- For Current Term (cell B5), you need to enter the **number** and only the number (found in cell G4-9) that corresponds to the term (cell F4-9).
- If you have questions about a Scholar who's not appearing in your Enrollment Verification Report, reach out to elena.salorio@thedream.us and camila.salkov@thedream.us.
- If updates need to be made to your EVR after you have successfully uploaded it, reach out to Elena and Camila. They will work with you on the needed changes. The system will not allow you to upload another one until the first has been fully processed.
- Reports are now timestamped and once uploaded successfully cannot be used again for additions. If an addition is needed, you will need to run a new report and provide the necessary information (only include the scholar or scholars the addition pertains to (delete all other Scholar rows).

Questions? Contact Elena.Salorio@thedream.us and TheDream.US.Support@applyISTS.com