

OVERVIEW

Beam has partnered with Ascendium to help your college partners distribute emergency funds more quickly and efficiently. Beam helps partners create smart and automated infrastructure to administer financial assistance, direct cash assistance, and public benefits to those most in need. Our end-to-end technology platform simplifies applications and aids in decisioning and processing, while streamlining compliance, reporting, and case management into a single system.

POINTS OF CONTACT

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ADDITIONAL RESOURCES

Beam Zendesk for Program Administrators (College Admins)
<https://beampartners.zendesk.com/hc/en-us>

Beam Zendesk for Applicants (College Students)
<https://bybeam.zendesk.com/hc/en-us>

STUDENT APPLICATION SECTION

In this section we'll review:

- Creating a student account and log-in information
- The student emergency aid application
- The student application portal

Creating a student account and log-in information

Students must create an account through Beam to access the application.

Create account

Each school will have a their own unique link to the Beam platform.

Full Name *

Email Address *

Phone Number *

Password *

We recommend all applicants sign up using their school email address.

Password requirements:

- At least 12 characters long
- Includes a special character (for example, !@#\$\$%)
- Includes at least one number (for example, 0123456789)

Confirm Password *

Passwords match

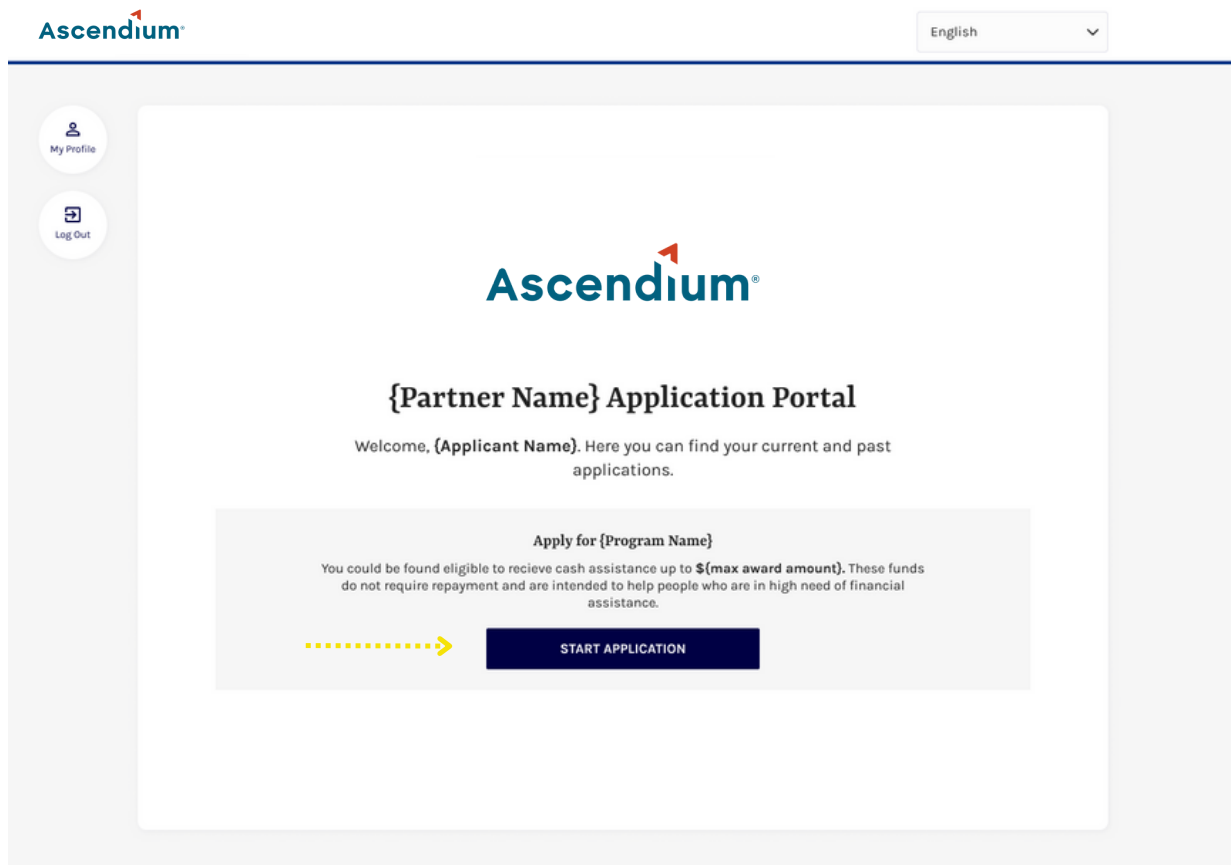
By checking this box you agree to our [Terms of Service](#) and [Privacy Policy](#).

GET STARTED



The student emergency aid application

Once students are logged in, they will be prompted to start an application.



The student application portal

Once students enter the application, they will be asked a series of questions pertaining to their situation.

Welcome, Mary Jane!

Below, you'll find an overview of the different sections of the application and what you can expect in each section.

Application Sections

- Personal Info** ^
You'll let us know what month and year you expect to graduate, if you've filed a FAFSA for the 2020-2021 academic year, if you receive financial aid and if you're responsible for taking care of any minors.
- Financial Challenges** v
- You & Your Situation** v
- Document Upload** v

Students will be asked questions based on the financial challenges that they select.

BEGIN APPLICATION

Supporting Documents

Please upload supporting documents related to the challenge area(s) indicated in your application. This is a required step.

Supporting Documents

Documents should clearly indicate the name and contact information of the company or payee, along with your name and account information. After you scan your document(s), please preview it to make sure that all key information is visible before uploading it. Ideally, the documents uploaded were received in the last 30 days.

The following types of documentation can be uploaded for our review process (but are not limited to):

- Current signed lease in your name (or your name on the lease) or a notarized statement from your landlord/rental company
- Current mortgage statement
- Itemized car repair estimate
- Car loan payment statement
- Utility bill
- Childcare

UPLOAD



Students will be able to upload documents to support their financial need request.

These documents will only be viewed by Milwaukee Area Technical College to verify your needs. This is a safe and secure portal.

CONTINUE

PROGRAM ADMINISTRATOR DASHBOARD

In this section we'll review:

- Admin Dashboard View
 - Metrics
 - Student applications
 - Application status
- Applicant Case Page
 - How to review a student's application
 - How to approve an application
 - How to mark an application as paid
- Vendor Payment Details

Admin Dashboard View

This dashboard provides a snapshot overview of fund availability, application statuses, and application volume.

The screenshot displays the Admin Dashboard interface. At the top, there is a navigation bar with the Ascendium by beam logo and links for APPLICATIONS, VENDORS, and LOG OUT. The main content area is titled "Program - Spring 2022" and includes a "Program Funding" section. This section shows a table with three columns: AVAILABLE FUNDS (\$3,000,000), OBLIGATED FUNDS (\$0), and AWARDED FUNDS (\$30,000). Below this is a "Last 7 Days" section with a table showing counts for APPLICATIONS STARTED, SUBMITTED, IN REVIEW, APPROVED, PAYMENT SENT, and DENIED, all of which are zero. The "Applications" section features a filter menu with options like MY ASSIGNMENTS, INCOMPLETE, READY FOR REVIEW, IN REVIEW, APPROVED, PAYMENT SENT, DENIED, and ALL. A search bar and a "+ ADD APPLICATION" button are also present. The table below the filter shows "No applications." and a pagination control for 1 of 1 pages.

Program - Spring 2022

Program Funding
Last updated May 3, 2022 at 2:35 PM.

AVAILABLE FUNDS	OBLIGATED FUNDS	AWARDED FUNDS
\$3,000,000	\$0	\$30,000

Real-time tracking of fund disbursement and availability

Last 7 Days
Last updated May 3, 2022 at 2:35 PM.

APPLICATIONS STARTED	APPLICATIONS SUBMITTED	IN REVIEW	APPROVED	PAYMENT SENT	DENIED
0	0	0	0	0	0

Weekly snapshot of application volume

Applications

Applications are sorted based on status

MY ASSIGNMENTS	INCOMPLETE	READY FOR REVIEW	IN REVIEW	APPROVED	PAYMENT SENT	DENIED	ALL
<input type="text" value="Search"/> <input type="button" value="FILTER"/> <input type="button" value="+ ADD APPLICATION"/>							
Name	Submission Date ↓	Case Status	Payment Status	Awarded Amount			
No applications.							
Items per page: 15	1-1 of 0 items	1 of 1 pages					



Applicant Case Page

Program Administrators will be able to manage the status of a student's application from this page, including payment options. Access this page by selecting the student's name.

Applications **cannot be approved** until the amount is entered in the "Request Summary"

Applications can also be denied or marked as "incomplete" if more information is needed from the applicant.

Review the applicant's full set of responses or edit their application as needed.

To approve an application, add the amount they are approved for here.

Once a payment is made for applicant, it can be marked as paid and the check # can be recorded.

Review Documents uploaded by the applicant.

Add notes as needed related to this case.

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APPLICANT

Alexanne Ramos

APPROVE DENY CHANGE STATUS OR ASSIGNEE

Applicant Details

EDIT APPLICANT DETAILS

USER ID	PHONE	DATE OF BIRTH	EMAIL
A0000001	(603) 472-8623	11/07/1990	alexanne.ramos@gmail.com

Application Overview

VIEW/EDIT APPLICATION

APPLICATION ID	SUBMITTED	NEED LEVEL	PAYMENT STATUS	CASE STATUS	AMOUNT REQUESTED
eaeb886-07d7	03/03/22	50 Tier 1	Pending Decision	In Review	\$500

APPLICATION CREATED BY
Muhammad

Request Summary

AVAILABLE FUNDS	APPROVED AMOUNT	REMAINING FUNDS
\$300,000	\$0	\$300,000

(Fund 2)* Amount Requested* \$500 Approved Amount* Payee Name*

Check # Check Issue Date Payment Status **SAVE**

Documents

UPLOAD DOCUMENT

Alexanne-Ramos-Landlord-Document.pdf

Notes

Debbie Carol 3/3/2022 at 2:35 PM
Keep an eye out for food insecurity. (edited)

Dianne Russell 3/1/2022 at 5:35 PM
It looks like Alexanne dropped off while working on the food assistance section so I will be reaching out to her.

Add a New Note

Enter text here...

Vendor Payment Details

Program Administrators can manage vendor profiles and track payments from this page.



APPLICATIONS VENDORS LOG OUT

Vendors

Vendor List

Add a new vendor to track where payments are going.

ALL (5)

+ ADD NEW VENDOR

Vendor Name	Mailing Address	Vendor Type	Email	Phone	Payments Sent
Sample Vendor	270 Park Ave, New York, NY 10017-2001	Electric, Internet	sample@gmail.com	(212) 345-6789	4

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VENDOR

Sample Vendor

[EDIT VENDOR DETAILS](#)

Overview

VENDOR TYPE Electric, Internet	TAX ID/SSN -	MAILING ADDRESS 270 Park Ave, New York, NY 10017-2001	PHONE (212) 345-6789
EMAIL ADDRESS sample@gmail.com	ACCOUNT TYPE Checking Account	ROUTING NUMBER 021000021	ACCOUNT NUMBER6789

Totals

Last updated December 14, 2022 at 2:43 PM.

TOTAL PAID \$603	PAYMENTS SENT 4	AVERAGE PAYMENT \$151
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View all historical payments made to each vendor and the Applications related to each payment.

Payments to Vendor

Application ID	Program Name	Transaction ID	Transaction Date	Amount	Status
A000015281	Sample Program Name	P000053165	03/13/23	\$1.00	Paid