

#### **4f. Member Enrollment and Retention**

Members can be enrolled two ways: through the My AmeriCorps Application Process or through the My AmeriCorps Invitation Process. Please refer to the [tutorials on the Knowledge Network](#), particularly the [Member Enrollment PowerPoint](#) at the bottom of the page, for step-by-step instructions for this process in eGrants. Programs must document in the eGrants/My AmeriCorps Portal a member's enrollment and exit in a term of service within 30 days of the date of that event. To determine compliance with the 30-day enrollment and exit requirements, use the Enrollment Approval Cycle Time Report and Exit Approval Cycle Time Reports, which are available from the Reports menu in the eGrants Portal. Please note, due to a discrepancy in time keeping, 31 one days is considered acceptable on the eGrants reports.