

AER ETP

Step 1: Create an Online Portal account:

1. Visit <https://www.armyemergencyrelief.org>
2. Click on “**Apply for Assistance**” in the upper right-hand corner.
3. Select “**Sign up**” to create an account.
4. After creating the account, **take no further action** until contacted by HQ AER.
5. **Do not click “Apply for Assistance” at this stage.**

Step 2: Gather and provide copies of the following basic application documents:

1. Military ID Card (Front)
2. Military ID Card (Back)
3. Most recent Leave and Earning Statement (LES)
4. Title 32 Orders

Step 3: Complete the application (AER Form 770), Budget Planning Sheet (AER Form 57) and gather the documents below:

FORMS ARE AVAILABLE ONLINE AS FILLABLE PDF!

1. Complete an AER Form 770 (see attached) signed by the first Field Grade Officer in the Soldier’s chain of command (**blocks 29a-h**)
2. Complete an AER Form 57 (see attached), AER Budget form including all sources of income and expenses.
3. Gather billing statements and/or documents supporting each expense listed **in block 24 (AER Form 770)** in which you are requesting help with (e.g., rent – include the lease, electric – include the current electric bill). Screenshots are acceptable.
4. If assistance is for a vehicle payment – provide a copy of your driver’s license (back and front), vehicle registration and insurance are required.
5. If assistance is for food or vehicle fuel – there are no required documents.
6. Provide a copy of a bank document, such as a voided check, direct deposit form or official bank letter that reflects the same account details (your name, bank routing, and account number) that was confirmed when you created your AER online portal account.

Step 4: Once all documents have been gathered, contact HQ AER to request a secure link to upload and send all required documents. **DO NOT** send the documents via email as they may contain PII.