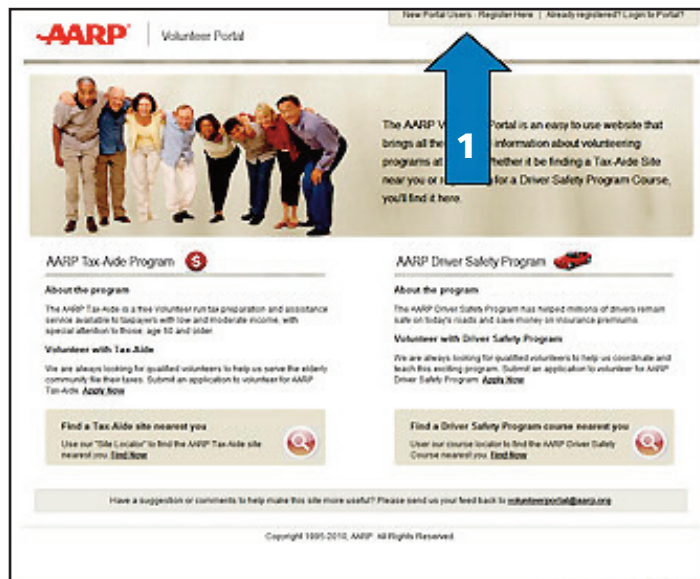


VOLUNTEER PORTAL QuickStart User Guide

1. Log on to the Volunteer portal at <https://volunteers.aarp.org>. If you're a New User and need to register your Profile, click on the "Register Now" link on the Portal homepage. For subsequent visits, you will use the "Registered Already?" link.



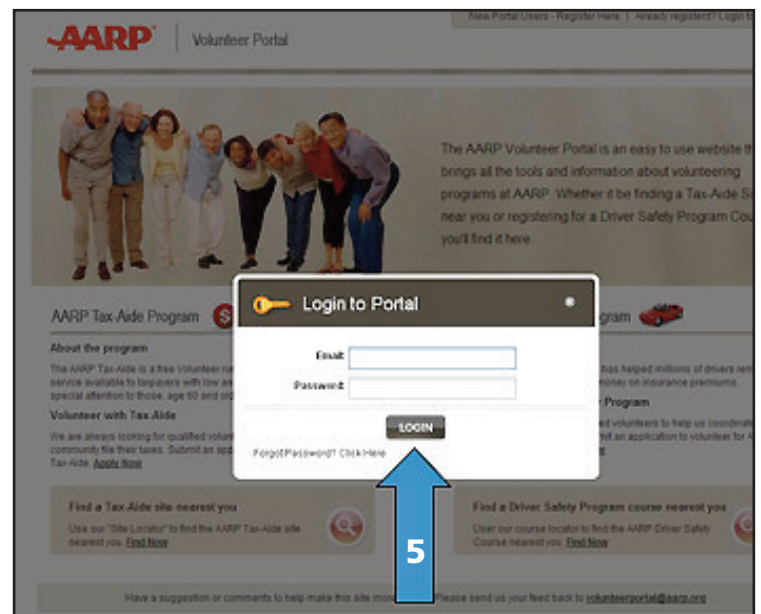
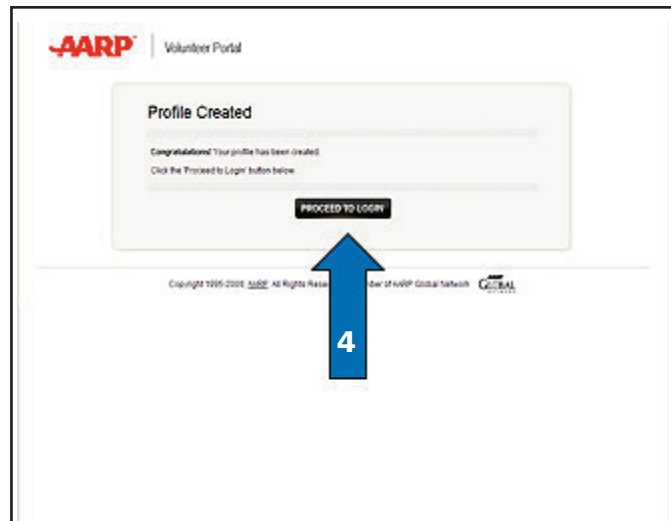
2. Once you click on "New Portal Users – Register Here," the following screen will pop up:

2.

The screenshot shows the 'AARP Volunteer Portal Registration Form'. At the top, it says 'AARP Volunteer Portal Registration Form'. Below this, there are several input fields, each with an asterisk (*) indicating it is required. The fields are: 'First Name', 'Last Name', 'Email Address', 'Password' (with a note: 'Minimum of 6 characters and should have at least one numeric character'), 'Confirm Password', 'Birthday' (with a date picker icon), 'Zip Code', and 'Volunteer ID'. Below the fields is a checkbox labeled 'Yes, I agree to the AARP's Terms of Service and Privacy Policy'. At the bottom of the form are two buttons: 'SIGN UP' and 'CANCEL'. A blue arrow labeled '3' points to the 'SIGN UP' button. At the very bottom, there is a small copyright notice: 'Copyright 1995-2010, AARP. All Rights Reserved.'

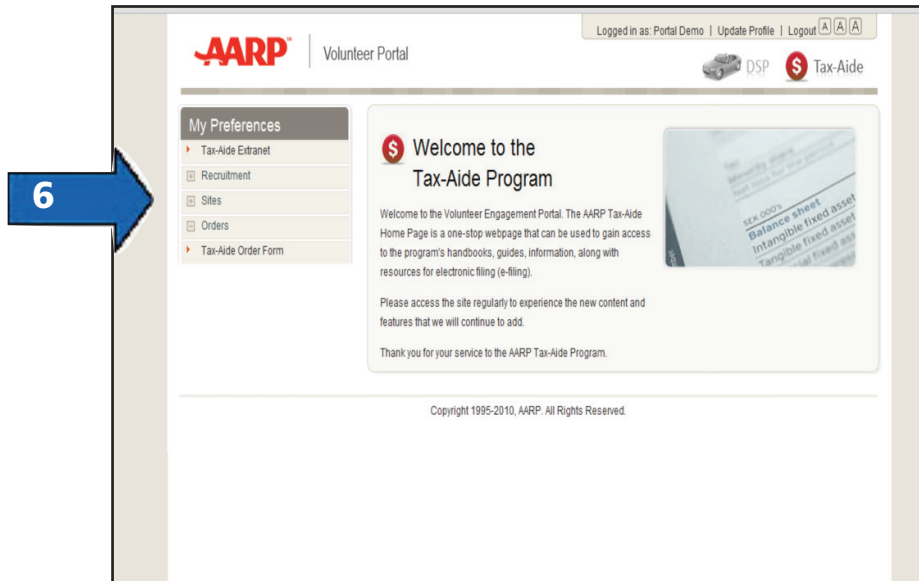
3. Fill in all required information on the given form, as denoted by the asterisk (*). Once completed, click "Sign Up" and your new profile is created and ready for use.

4. Next, you'll be taken to the "Profile Created" screen confirming your new registration has been accepted. To login to the Portal click "Proceed to Login" now. If you're already registered in the Portal, as you enter the Volunteer homepage, click on the "Already Registered? Login to Portal" link to enter the Portal.



5. Once you click the "Proceed to Login" button, the screen will pop up which will allow you to enter your Login information, and then click "Login" to enter the Portal.

6. Now that you are in to the portal, you have all of the expanded functionalities the Volunteer Portal has to offer, just a click away. You can see the listing of all available systems and links on the menu at your left labeled "My Preferences." This menu is determined based on the "role designation" of the individual user as determined by VMIS data. What you will see may be different based on your title or required functionality.



7. Select your "order" option from the "My Preferences" toolbar:
 - a. Complete an Order Form to place the order for your requested AARP Tax-Aide materials.
 - b. Select from a range of materials to add to your order, including envelopes, posters, flyers, and brochures.
 - c. Select from a variety of material types available, including Administrative Material, Publicity, Recruitment, Handbooks, or Spanish translation.
 - d. Review your order and make any changes.

7a.

The first screenshot shows the AARP Volunteer Portal home page. The 'My Preferences' menu on the left has 'Tax-Aide Order Form' selected. A blue arrow labeled '7a' points to this menu item. The main content area displays a 'Welcome to the Tax-Aide Program' message.

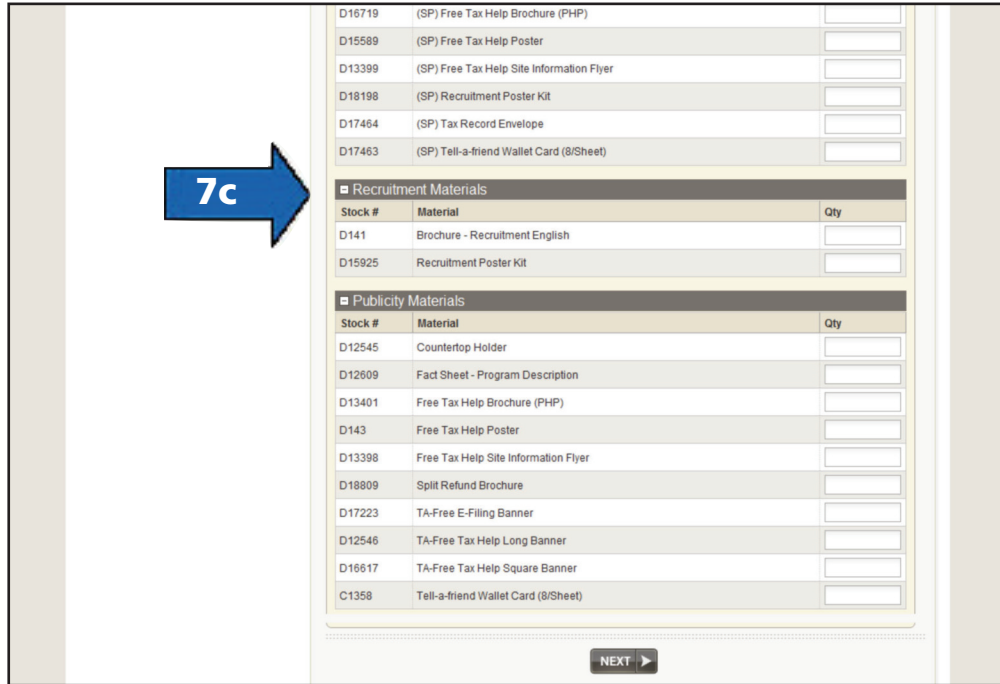
The second screenshot shows the 'Order Form' page. A blue arrow labeled '7a' points to the form fields. The form includes fields for First Name, Middle Initial, Last Name, Address Line 1, Line 2, Line 3, City, State, and Zip. Below these fields is a section for 'Additional Shipping Information'.

7b.

The screenshot shows a table of 'Administrative Material' items. A blue arrow labeled '7b' points to the table. The table has columns for Stock #, Material, and Qty. Below the table are several empty input fields for selecting quantities.

Stock #	Material	Qty
D0140	Business Reply Envelope # 10	<input type="text"/>
B778	Business Reply Envelope 9x12	<input type="text"/>
E234	Expense Statement (Paper version)	<input type="text"/>
B971	Foundation Volunteer Envelope # 10	<input type="text"/>
B1013	Foundation Volunteer Envelope 9x12	<input type="text"/>
E0251	Generic Volunteer Award Certificate	<input type="text"/>
C2358	Name Card Insert Sheets (6/sheet) - Order quantity of Sheets Needed, Not quantity of cards needed	<input type="text"/>
E297	Order Form	<input type="text"/>
C2467	Out of Scope Poster	<input type="text"/>
D147	Personnel Form	<input type="text"/>
C1955	Plastic Name Card Holders	<input type="text"/>
E284	Site Information Form	<input type="text"/>
D19462	Site Sign-In Sheet - Portal Users - Please confirm this is the correct form for your site(s)	<input type="text"/>

7c.



D16719	(SP) Free Tax Help Brochure (PHP)	
D15589	(SP) Free Tax Help Poster	
D13399	(SP) Free Tax Help Site Information Flyer	
D18198	(SP) Recruitment Poster Kit	
D17464	(SP) Tax Record Envelope	
D17463	(SP) Tell-a-friend Wallet Card (8/Sheet)	

Recruitment Materials

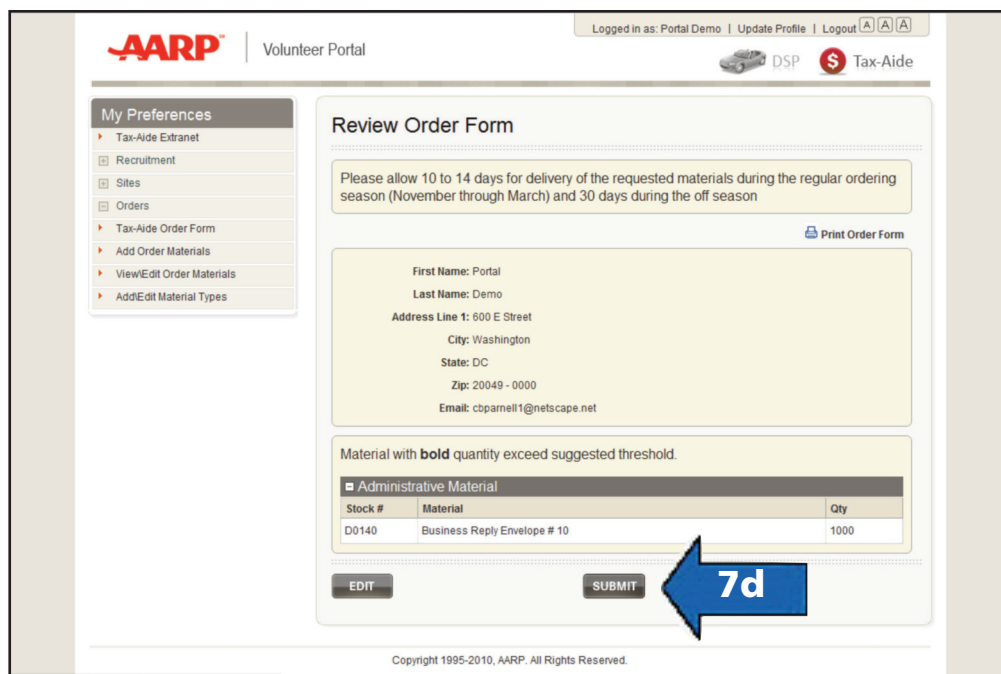
Stock #	Material	Qty
D141	Brochure - Recruitment English	
D15925	Recruitment Poster Kit	

Publicity Materials

Stock #	Material	Qty
D12545	Countertop Holder	
D12609	Fact Sheet - Program Description	
D13401	Free Tax Help Brochure (PHP)	
D143	Free Tax Help Poster	
D13398	Free Tax Help Site Information Flyer	
D18809	Split Refund Brochure	
D17223	TA-Free E-Filing Banner	
D12546	TA-Free Tax Help Long Banner	
D16617	TA-Free Tax Help Square Banner	
C1358	Tell-a-friend Wallet Card (8/Sheet)	

NEXT >

7d.



Logged in as: Portal Demo | Update Profile | Logout

AARP | Volunteer Portal | DSP | Tax-Aide

My Preferences

- Tax-Aide Extranet
- Recruitment
- Sites
- Orders
- Tax-Aide Order Form
- Add Order Materials
- View/Edit Order Materials
- Add/Edit Material Types

Review Order Form

Please allow 10 to 14 days for delivery of the requested materials during the regular ordering season (November through March) and 30 days during the off season

[Print Order Form](#)

First Name: Portal
Last Name: Demo
Address Line 1: 600 E Street
City: Washington
State: DC
Zip: 20049 - 0000
Email: cbpamell1@netscape.net

Material with **bold** quantity exceed suggested threshold.

Administrative Material

Stock #	Material	Qty
D0140	Business Reply Envelope # 10	1000

EDIT **SUBMIT**

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8. When you are finished in the portal, remember to Logout.