

# 3 - Tax-Aide Application



## Overview

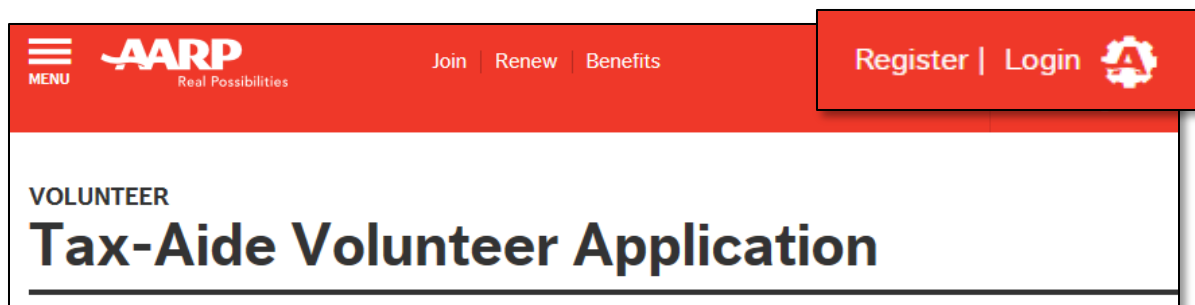
Prospective volunteers may be sent directly to the **Tax-Aide Application** at [www.aarpfoundation.org/taxaidevolunteer](http://www.aarpfoundation.org/taxaidevolunteer) where they will be asked questions specific to the Tax-Aide program.

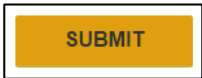
## Topics:

- How to Apply Through the Tax-Aide Application
- Contact Records Created Through the Tax-Aide Application

## How to Apply Through the Tax-Aide Application

1. Navigate to [www.aarpfoundation.org/taxaidevolunteer](http://www.aarpfoundation.org/taxaidevolunteer).
2. Click on **Login** in the upper right hand corner of the application to log into your AARP.org account. Doing so will populate the application with your information that is stored in AARP.org.
  - a. If you have not yet registered with AARP.org, proceed to step 3 as you will be asked to register after step 4.



3. Fill out the required fields which are marked with an asterisk (\*) as well as the additional information such as your availability to volunteer, skills, and experience.
4. Upon the completion of the application, click **Submit** at the bottom of the screen. 
5. A pop-up window will inform you that you will be contacted once your application has been reviewed, and an email will be sent to the email you registered to confirm your application submission.

Note: If you experience issues during the application process, you may submit your information at <http://tinyurl.com/PVEntryForm> or have your volunteer leader submit your information at <http://tinyurl.com/BehalfofPVEntry>.

Your information will be sent to a database where it will be securely held until a staff member manually creates a record for you in the Portal. If the information was submitted by your volunteer leader, then they will receive an email informing them when your information has been entered into the Portal. If you submitted your information, then the appropriate volunteer leaders will contact you.

### ***Contact Records Created Through the Tax-Aide Application***

Contact records created through the Tax-Aide application will have a **volunteer assignment status** of *Submitted* and a **program volunteer status** of *Prospect*.