VP03.02 - Tax-Aide Application

Overview

The **Tax-Aide application** is the preferred application for new Tax-Aide Volunteers.

Prospective Volunteers are required to either login to an existing aarp.org online account in their name OR create a new aarp.org online account if they do not already have one in their own name and email address (specific instructions follow). This does not require an AARP membership.
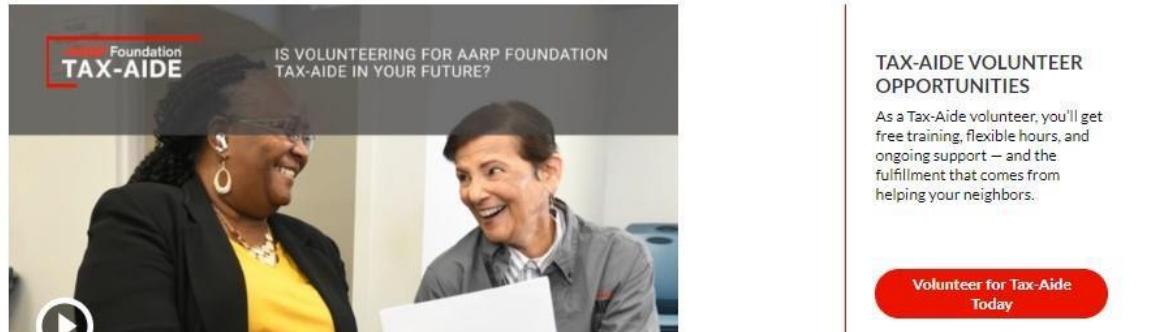
How to Apply as a New Volunteer Using the Tax-Aide Application

Step 1: Navigate to **www.aarpfoundation.org/taxaidevolunteer.**

Step 2: Click on the **Red** Volunteer for Tax-Aide Today.

Step 3: The system will then go to the Tax-Aide aarp.org login/registration page,

Step 3 B: If you don't have an aarp.org account

Step 3 A: If you already have an aarp.org account

Step 3 A: If you have previously registered with aarp.org or another AARP entity please fill in your email, password, and the security letters to login

> If you have forgotten or do not know your password, click **Forgot Password**

> It may ask you to validate your phone #. Just click "Not Now"

> The system will then go **Step 4** with an application partially completed with your aarp.org information

Step 3 B: If you have not yet registered with aarp.org, click **Create Account.**

> Note - creating an aarp.org web account is not the same as requesting AARP Membership. You do not have to be an AARP member to volunteer for Tax-Aide.

> After clicking **Create Account**, your system will change to the screen below:

> Complete the form, providing all required information, and click on "Register" at the bottom.

Step 4: After logging in or registering at aarp.org, the screen will open the Tax-Aide application (see screenshot on next page), partially filled with your name and some of your information. Required fields are marked with an asterisk. Continue scrolling down to the bottom.

Step 5: Upon completing the Tax-Aide Application, click **Submit** at the bottom of the screen.

Step 6: After clicking Submit, a pop-up window will inform you that you will be contacted once your application has been reviewed, and you will receive an email to confirm your application submission.

Notes:

1. A prospective volunteer registering at aarp.org must have a unique email address. This means family members cannot share an email address if they are both registered with aarp.org. A free email account can be obtained from Google or Yahoo.

2. If you, as a prospective volunteer, experience issues during the application process, you may submit your application information at AARP Foundation Tax-Aide Prospective Volunteer Manual Entry Application or have your volunteer leader submit your information at Leaders On Behalf Of PV Manual Entry

   With this method, 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 you submit your information, the appropriate volunteer leader will contact you. If your volunteer leader submits your information on your behalf, your leader will receive an email saying when your information has been entered into the Portal.