

April 2, 2009

To: LCs, DCs, and ADSs

Cc: CyberTax Members

From: Jan Garcia, Manager Tax-Aide National Operations

Subject: CyberTax 2009-024: Activity Reporting Reminder

This email is being sent out as a reminder regarding the web enabled activity reporting process.

With the close of March, the formal review and approval period is now underway. Volunteers should submit and approve activity reporting counts for the second reporting period at this time. This approval period was turned on Wednesday, April 1st (late in the day), and will continue until Sunday April 5th. During this time, an "approval" button has been put on the lower left corner of the DC screen. Once this button is hit, the counts will be frozen and can not be changed except by the ADS directly in the national database, VMIS.

At the completion of this approval period, the 3rd reporting period will begin. This 3rd reporting period will cover the period of April 1 through April 26. It is anticipated that the final approval period, which will result in the approval button appearing on the screen again, will be turned on by close of business (Eastern Time) on April 27.

Thank you for all your efforts during this tax filing season and your efforts in using this activity reporting system.

***No attachment intended.

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(<http://www.aarp.org/tavolunteers>) in the "General Program Communication" section.

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