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:

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.

7b.
7c. When you are finished in the portal, remember to Logout.