

# Prospect Application Process



**If you live in Kansas or wish to volunteer in Kansas:**

- Visit [www.KSTaxaide.com](http://www.KSTaxaide.com) and select the “Become a Volunteer” option from the Menu. Review all of the information, and follow the prompts – BEFORE you are directed to the National AARP Tax-Aide Application and Registration Process. If you have any problems or questions with this process, request help from the Kstaxaide.com “WEB Master” via the Contact menu option.

**The following slides will help you navigate the [National AARP Website TaxAide Application and Registration Process](#)**

- Recommend either Chrome or Internet Explorer Browsers
- Make sure Pop Up Windows are ALLOWED and AD-Block extensions DISABLED (or you will not see the necessary screens)
- You must have a valid email address to complete the process

# Prospect Application Process



**PERSONAL INFORMATION**

Let's start with some basic information about you

\*Asterisk denotes required field. Our AARP Volunteer programs use this information to understand the background of our Volunteers. The information allows us to ensure that our programs appeal to people of varying backgrounds, and also allows us to improve recruitment and planning. We value diversity and appreciate you sharing this additional information.

Name\* Salutation First Name Last Name Suffix

Address\* Address

City State Postal Code

**Accommodations** OPTIONAL Please describe any reasonable accommodations you would need to perform volunteer duties.

**Referral\*** How did you learn about us?

Select

**Other Volunteer Programs** Thank you for applying to the AARP Foundation Tax-Aide Program. In the event that you are not matched with a position in this program, we would like to share your name and information with other programs in the AARP Foundation and at AARP so that you are considered for other possible volunteering opportunities.

If you do not match with this program, would you like to share your name and information with other programs in AARP Foundation and at AARP?

Yes  No

**SUBMIT** CANCEL

1. Complete the application
2. Required information is marked with an asterisk \*
3. Select the gold Submit Button

# If Email Already Registered...

- If the email address you entered in the application was EVER registered within the National AARP organization in the past.. (whether it was an hour ago or twenty years ago).... you may see a pop up window like this one
- Log IN with that email and AARP password previously created.
- If you don't remember the password you used in the past, click on **Forgot your password?** then follow the prompts

Log In

Your security is important to us. To complete the submission of this form, please enter your AARP.org password and click Log In.

Email Address

Youremailaddress@wherever.com

Password

Please enter your password.

[Forgot your password?](#)

LOG IN

# Email Not Registered w/AARP

**Create Login Information**

To submit this form, you must register with AARP.org. The email address .com you have provided can be used as your AARP login. Please complete the fields below.

**Password**  
  
Must contain 6-20 characters, at least 1 letter and 1 number, and no spaces.

**Confirm Password**

**Country**  
United States ▼

Type the letters shown below (for security reasons)

Security Challenge  
**KZI**  
Type the Moving Letters   
Powered by reCAPTCHA

**User Agreement**  
 Yes, I agree to AARP's Terms of Service and Privacy Policy.

**REGISTER** >

- If your email address was never registered with AARP before – you will see a pop up window like this one
- Create a Login Password
- Type the Security Challenge in the *tiny* box below the moving letters
- Check User Agreement Box
- Click the REGISTER button !

# Other AARP opportunities

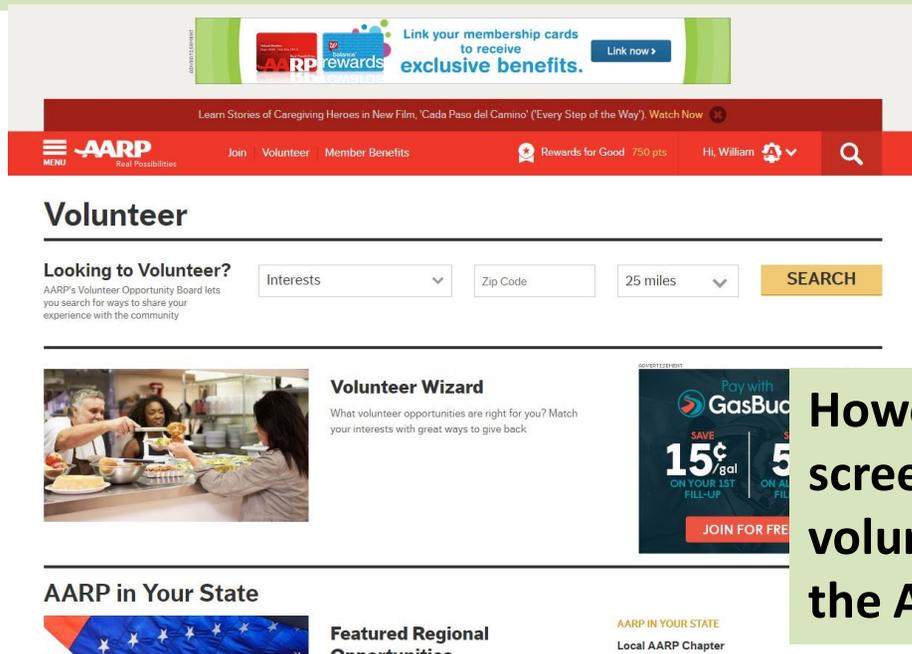
The screenshot shows the AARP website interface. At the top, there is a banner for linking membership cards to receive exclusive benefits. Below this, a navigation bar includes the AARP logo, a menu icon, and a search icon. A pop-up message is centered on the screen, reading: "Thank you for your interest in volunteering! Someone from AARP will review your application and follow up with you. In the meantime, please feel free to search for ways to make a difference in your community at CreatetheGood.org". The background shows a "Volunteer" section with a "Looking to Volunteer?" heading and a "SEARCH" button.

If the application and registration process was completed properly, you should see a Thank you message pop up similar to this one that states someone from AARP will review your application and follow up with you. When you see this message - **No Further Application or Registration Action is required!**

# Looking to Volunteer for more?



You may see a screen similar to this when you close the Thank you... pop up window. You do NOT need to complete any more of these screens to become a Tax-Aide Volunteer.



However, you may use this screen to explore *additional* volunteer opportunities within the AARP organization!

# Action NOT Required

Action Required Inbox x



AARP <Email@email.aarp.org> [Unsubscribe](#)  
to me ▾

3:02 PM (8 minutes ago) ☆



## Confirm Your Email Address

To receive email from AARP, please click the button below to confirm your email address:

[CLICK TO CONFIRM YOUR EMAIL ADDRESS](#)

This email is being sent to you because you requested to receive email from AARP. If you did not request this, please ignore this and do not click on any further emails from AARP.

Thank you,  
Your friends at AARP

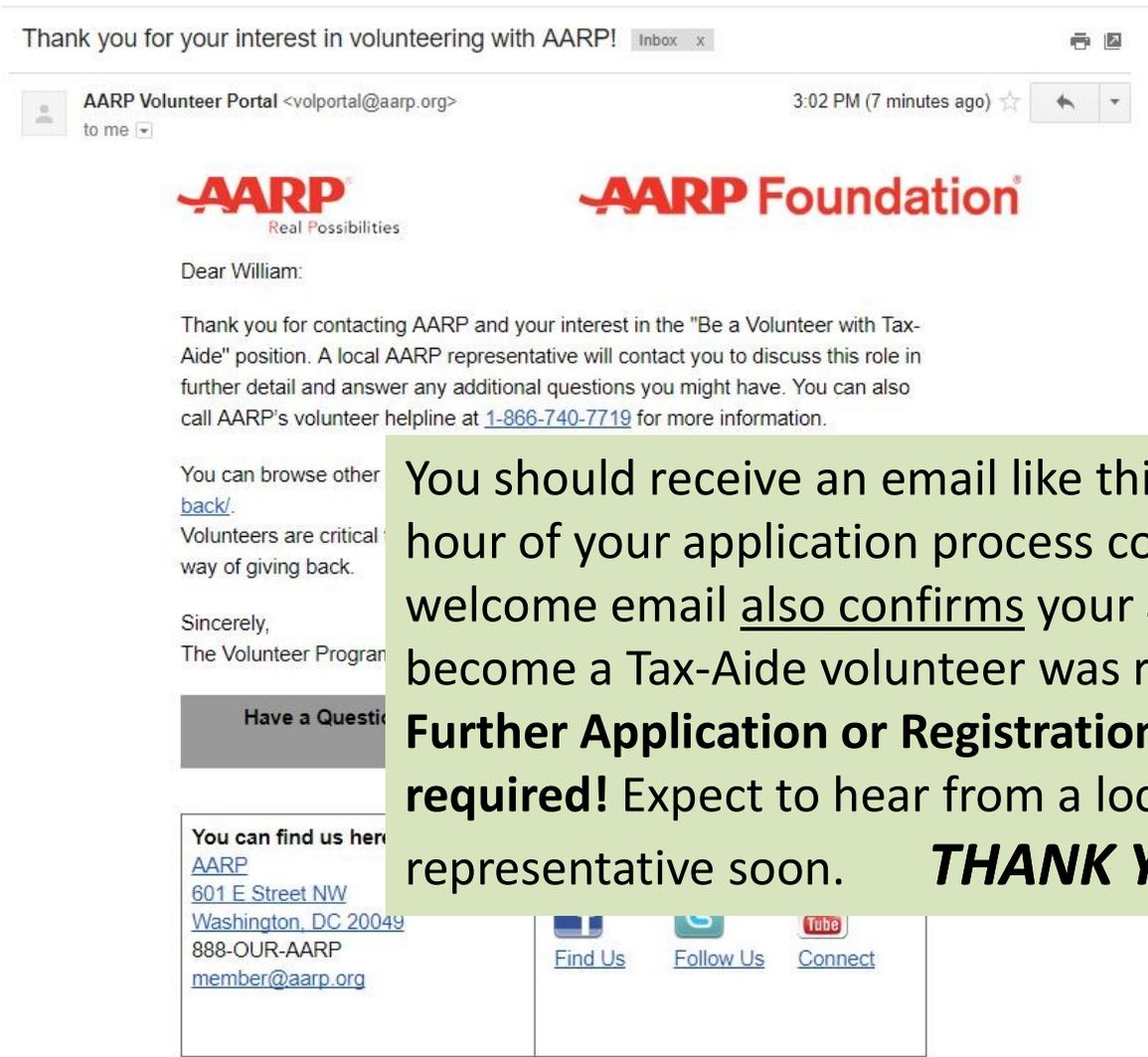
You may receive an email from AARP like this one. **Do NOT** click the **Confirm your email address now** button unless email from AARP unrelated to the Tax-Aide program is desired.

[AARP.org](#) [Contact Us](#)

[Unsubscribe from all AARP Email](#)

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# Confirmation Email Received



You should receive an email like this within an hour of your application process completion. This welcome email also confirms your application to become a Tax-Aide volunteer was received - **No Further Application or Registration Action is required!** Expect to hear from a local Tax-Aide representative soon. **THANK YOU !**