

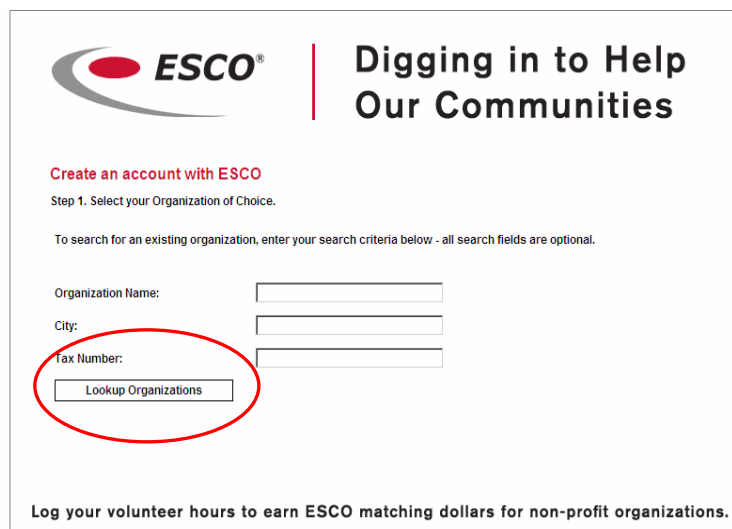
GETTING STARTED

Go to www.escocorp.com/volunteer.

Choose the following option to get started:

Click here to create a new account

You will see the following screen.



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Create an account with ESCO

Step 1. Select your Organization of Choice.

To search for an existing organization, enter your search criteria below - all search fields are optional.

Organization Name:

City:

Tax Number:

Log your volunteer hours to earn ESCO matching dollars for non-profit organizations.

1. At your first login you will need to create an account.
2. The first step is to set up or select the organization that you are volunteering with
3. One of two options:
 - a. Enter a new organization and click on the **LOOKUP ORGANIZATIONS BUTTON**
 - b. Select the **LOOKUP ORGANIZATIONS** option to view a list of organizations that others may have registered

4. If **LOOKUP ORGANIZATION** is selected, you will see a list of organizations that have been registered by other users that you may select from

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Create an account with ESCO

Step 1. Select your Organization of Choice.

To search for an existing organization, enter your search criteria below - all search fields are optional.

Organization Name:

City:

Tax Number:

The following organizations matched your criteria:

Name	Location	Tax Number	
Temp Org	TEMP, ON	TEMP	<input type="button" value="Select"/>

Unable to find the organization you are looking for?

5. If your volunteer organization is not shown, you will need enter the information to set up the organization

6. Click on the **CREATE A NEW ORGANIZATION PROFILE** button to enter the information for your volunteer organization.

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Create an account with ESCO

Step 1. Select your Organization of Choice.

Name:

Tax Number:

Organization Category:

Website:

Phone Number:

Address:

City:

Province/State:

Country:

Postal/Zip Code:

Contact First Name:

Contact Last Name:

Contact Email:

Contact Phone Number:

7. Enter the complete information for the organization and click on the **SAVE** button at the bottom of the screen

Create an account with ESCO
Step 1. Select your Organization of Choice.

Name: Friendly House
Tax Number: 93-0424232
Organization Category: Hunger/Homelessness
Website: www.friendlyhouseinc.org
Phone Number: 503-228-4391
Address: 2617 NW Savier
City: Portland
Province/State: Oregon
Country: USA
Postal/Zip Code: 97210
Contact First Name: Jim
Contact Last Name: Jwaigand
Contact Email: jwaigand@friendlyhouseinc.org
Contact Phone Number: 503-228-4391

8. Next you will create a user profile for recording your volunteer hours

9. Enter the required information, choosing the "Employee Type"

- a. Employee
- b. Spouse
- c. Retired

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Create an account with ESCO
Step 2. Enter your personal information.

Username:
* Usernames must be at least 6 characters long.

Password:
Confirm Password:
* Passwords are case sensitive and must be at least 6 characters long.

First Name:
Last Name:
Email Address:
Employee Type:
Organization of Choice:

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Username:
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Password:
Confirm Password:
* Passwords are case sensitive and must be at least 6 characters long.

First Name:
Last Name:
Email Address:
Employee Type:
Organization of Choice:

10. When you are done entering your profile click the **SAVE** button

11. You will be taken to an employee menu that will allow you to log your volunteer hours

12. At this time you will see an account summary of any hours you have logged

13. To log your hours you will enter:

- a. Date volunteered
- b. Number of volunteer hours
- c. Brief description of volunteer activities in the **COMMENTS** section

14. Click **LOG HOURS** button

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Create an account with ESCO

Step 2. Enter your personal information.

Username: * Usernames must be at least 6 characters long.

Password:

Confirm Password: * Passwords are case sensitive and must be at least 6 characters long.

First Name:

Last Name:

Email Address:

Employee Type:

Organization of Choice:

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[Main Menu - Logout](#)

Employee Menu

- [Log Hours](#)
- [Monthly Statements](#)
- [Edit My Profile](#)
- [Logout](#)

Account Summary:

Total Hours Volunteered:	0.00
Points Earned This Month:	0.00
Points Rewarded This Month:	0.00
Current Rewards Points Balance:	0.00

Log your volunteer hours to earn ESCO matching dollars for non-profit organizations.

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[Main Menu - Logout](#)

Log Hours

Log New Hours:

Organization:

Date Worked:

Number of Hours Worked:

Comments:

15. You will see a summary of the volunteer hours you entered and will be able to enter additional hours for additional volunteer dates

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[Main Menu](#) - [Logout](#)

Log Hours

Recently Logged Hours:

Date Entered	Organization	Comments	Date Worked	Hours	Approved	
6/26/2007	Friendly House	Served hot meals to seniors at annual Harvest Dinner.	10/20/2007	5	Yes	Delete

Log New Hours:

Organization: [Friendly House \(93-0424232\) - Portland, OR](#) [Change...](#)

Date Worked:

Number of Hours Worked:

Comments:

[Log Hours](#)

16. The next time you login to the system you will see an Account Summary of the hours you volunteered

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[Main Menu](#) - [Logout](#)

Employee Menu

- [Log Hours](#)
- [Monthly Statements](#)
- [Edit My Profile](#)
- [Logout](#)

Account Summary:

Total Hours Volunteered:	12.00
Points Earned This Month:	0.00
Points Rewarded This Month:	0.00
Current Rewards Points Balance:	12.00

Log your volunteer hours to earn ESCO matching dollars for non-profit organizations.