

## Instructions to Sign and Download F13615 Volunteer Agreement Form

The screenshot shows the VITA/TCE Central website interface. At the top, there is a navigation bar with '2019 VITA/TCE Certification Test' and 'My Account'. Below this is a menu with options: 'Circular 230', 'Basic', 'Advanced', 'Military', 'International', and 'Puerto Rico'. The 'Basic' option is selected. The main content area displays a table of exam results:

Course name	Score	Pass/Fail (click for results)	Attempts (2 attempts per exam allowed)
<a href="#">2019 Volunteer Standards of Conduct Exam</a>	100.00 %	<a href="#">Pass</a> <a href="#">Print Certificate</a>	1
<a href="#">2019 Intake/Interview and Quality Review Exam</a>	100.00 %	<a href="#">Pass</a> <a href="#">Print Certificate</a>	1
<a href="#">2019 Site Coordinator Training</a>			N/A
<a href="#">2019 Basic Exam</a>	92.00 %	<a href="#">Pass</a> <a href="#">Print Certificate</a>	1
<a href="#">2019 Health Savings Accounts (HSA) Exam</a>			0

To the right of the table is a sidebar with instructions. A red box labeled '2' highlights a checkbox: 'You may sign your Volunteer Agreement electronically by checking this box'. A red box labeled '3' highlights a link: 'Click here to open and complete your Volunteer Agreement. Click Print from the file menu to print the page. Save the Volunteer Agreement for your records. If you would like to review the Volunteer Standards of Conduct course, click here to review the course in PDF format. Click here to review the Intake/Interview & Quality Review training.'

1. In order to certify, you need to pass the following examinations:
  - Volunteer Standards of Conduct Exam.
  - Intake/interview Quality Review Exam.
  - Basic or Advanced Exam. Advanced level is not required but is highly encouraged.
2. Sign your F13615 Volunteer Agreement Form by clicking on the checkmark option.
3. Click on "Click here" to open your signed F13615 Volunteer Agreement Form. Please review your information, save it for your records, and e-mail a copy to [Taxproject@unitedwayrgv.org](mailto:Taxproject@unitedwayrgv.org).