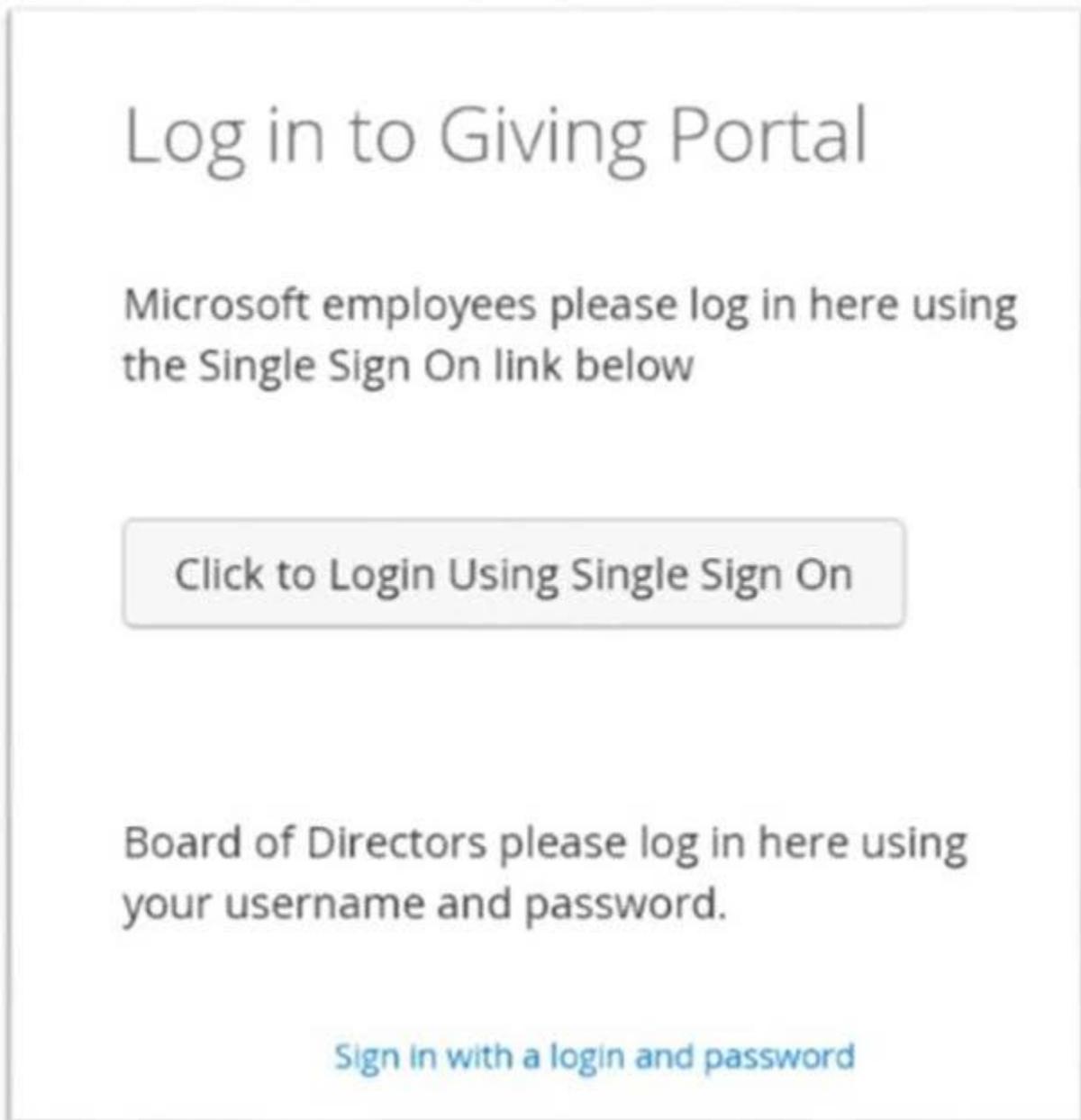


1. As a Microsoft Employee - login to the following URL. Please be aware that depending of you are locally connected to Microsoft networks or accessing remotely, the screen might be different. Simply know that the **Give Portal** is being hosted on [Benevity.org](https://microsoft.benevity.org) systems: <https://microsoft.benevity.org/volunteer/external/track>

2. Remote access screen will challenge you to use Single Sign On (SSO) as depicted below. Click on the Click to *Login Using Single Sign On* gray button



3. Once this process is completed the system will present you with the following search experience. Copy | Paste the following Tax ID # for our SHPE organization into the search area: **91-1340842** Once completed, click on *Search*

TRACK VOLUNTEER TIME

# Track External Volunteering

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## Where did you volunteer?

No cause attached

91-1340842 [Search](#)

4. You will be presented with the following result. Make sure to click on the green **+ Add** button to save the SHPE organization towards future volunteering opportunities

[Back](#) [Next](#) [Close Search](#)



**SOCIETY OF HISPANIC  
PROFESSIONAL ENGINEERS  
PUGET SOUND CHAPTER**  
Seattle, Washington, United States

[+ Add](#)

5. Enter the number of hours and minutes from your voluntarism effort as shown on example below as well as the date range for the time submitted

**How many hours did you volunteer?**

<b>1</b>	<b>0</b>
HOURS	MINUTES

---

**When did you volunteer?**

to

6. Under the area for skills utilized during this volunteering, please make sure to select only one entry that best matches how you supported SHPE

- Board Service
- Coaching/Team Leadership/Sports
- Coding
- Customer Service
- Disaster Relief
- Education
- Event Planning/Fundraising

- Finance
- General Labor
- Healthcare
- Landscaping/Construction/Painting
- Legal
- Marketing/PR
- Mentoring
- Other
- Strategy Development & Business Planning
- Technology Expertise - Education
- Technology Expertise - Nonprofit

7. Microsoft will match your time contribution at a rate of \$25.00 per hour. Please follow the company set guidelines for volunteerism policies.

8. The final section of the main form has an area where Company Match needs to be selected and comments must be entered. Be clear and precise about the volunteering opportunity and outcome. Also, feel free to rate your overall experience with the SHPE organization. Finally click on the blue button (*Next: Confirm Volunteer Time*)

**Choose your volunteer rewards:**

Company Match  
 No Reward

YOUR ESTIMATED REWARDS:  
**\$25.00 Company Match (estimated)**

**Comments or brief description of your service:**

Attended my first board meeting for SHPE.  
Discussed strategy and planning opportunities  
to deliver best possible impact to our Latino  
communities.

**Rate your volunteer experience:**

★★★★★

**Next: Confirm Volunteer Time**

9. Lastly you will be presented with the following screen to volunteer your time.

**NOTE:** there is a link towards the bottom where you can modify your entry if something does not look correct.

[ [Make changes to this volunteer time tracking](#) ]

Do not click back on your browser as you might have to enter all the information again.

Click on the blue bottom to finalize your volunteering transaction: ***Submit Volunteer Time***

TRACK VOLUNTEER TIME

SOCIETY OF HISPANIC  
PROFESSIONAL ENGINEERS  
PUGET SOUND CHAPTER

**Please Confirm Your Volunteering**

Date of Volunteer Service

Oct 27, 2016 to Oct 27, 2016

Hours Volunteering

1:00

Estimated Rewards

\$25.00 Company Match (estimated)

Volunteer Experience Rating



Comments

Attended my first board meeting for SHPE.  
Discussed strategy and planning  
opportunities to deliver best possible impact  
to our Latino communities.

[Make changes to this volunteer time tracking](#)

**Please Confirm Your Volunteer Time:** By making this submission, I confirm that the above information is accurate and complies with my company's rules and guidelines for giving and/or volunteering.

[Submit Volunteer Time](#)

10. You will be presented with the following message upon completion of your volunteering transaction:

TRACK VOLUNTEER TIME

# Thank You for Volunteering

Your time has been submitted successfully.



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Opportunity/Cause Name	SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS PUGET SOUND CHAPTER
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Tracked Time	1:00
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<b>Request Status</b>	<b>Submitted for approval</b> You will be notified by email once your submission has been reviewed by an administrator.
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