

## ***Go to [villagestaxaide.com](http://villagestaxaide.com) – Counselor Page or Client Facilitator Page***

Click on Volunteer Portal

Sign in using the email you registered with. If you don't remember your password, click forgot password and they will send you a link to reset your password.

Once you sign in, type your name in the search field in the right-hand corner to access your Contact Record. If you like, you can search for your record using your email address, that way only one record appears. After your name appears in the list, follow the directions below.

### ***How do I enter my direct deposit information?***

1. Click **Edit** next to your name.
2. Scroll down to the **Expense Reimbursement Information** section near the bottom of the screen.
3. To establish direct deposit processing for your expense reimbursements, you must:
  - A. Select *Direct Deposit* as the **Expense Reimbursement Method**.
  - B. Enter your **Expense Bank Name** and **Bank Account Type**.
  - C. Enter the **Expense Routing Number** and **Expense Bank Account Number** for your bank. This information can be found on the bottom of a check or a Bank Account Verification form.
  - D. Re-enter the **Expense Routing Number** and **Expense Bank Account Number** in the **Confirm Expense Routing Number** and **Confirm Expense Bank Account Number** fields.
  - E. Click **Save**.

5. Once your information is saved, it will be sent to the Financial Services team for processing.

**NOTE:** Your banking information will be encrypted upon saving and will not be visible to other users of the Volunteer Portal. Your banking information will then be wiped from the Volunteer Portal within 48 hours.

6. Once your direct deposit information has been saved and transmitted, the **Expense Reimbursement Method** will state Direct Deposit and the **Expense Direct Deposit On File** field will display a check mark.