

How to log volunteer hours in new Boeing Community Engagement Portal:

1. Go to **TotalAccess**
2. Select the **"Life & Community"** pull-down menu
3. At the right under **"Community,"** select **"Community Giving – GIVE"**
4. At the bottom of the page, select the middle option: **"Boeing Community Engagement Portal"**
5. Log in either through the Single-Sign-On with your badge or "Basic Log on" (this will ask you to set up a password)
6. After logging in and agreeing to terms (first time), at the top of the page select **"Volunteer"**
7. In the black banner near the top, select **"Log Hours"**
8. Enter your hours (in 10-hour increments), event name, and date.
 - a. Note, the date only allows for single-day or regular repeating events. You cannot select a date range as before. I simply selected a starting date and entered my hours from that date until the current date
9. Enter country, state, and city
10. Select **"Select an Organization"** and choose **"Search for an Organization"**
11. Search for **"Mount Baker Council, Boy Scouts of America"** or for Registration ID **"91-1622046"**
 - a. For future entries, you will not have to search as it should appear in "Your Favorites"
12. Select **"Add More Details"**
13. You will get a message saying "Your hours have been logged! You can add additional information." Select **"OK"**
14. Select the **"Description"** drop-down and enter additional description in the field (if necessary)
15. If applicable, select the **"Board Memberships"** drop-down and enter appropriate information
16. Select **"Done"**
17. **YOU ARE NOT DONE YET!** A pop-up window will appear
18. Select the appropriate **"Designation"** from the drop-down menu
19. Scroll to the bottom, under **"Select Your Hours,"** **check the box on the right**
 - a. YOU MUST CHECK THE BOX IN ORDER FOR YOUR MATCHING TO BE REQUESTED
20. Select **"Submit"**
21. You should receive a pop-up with the message "USD XXX.XX application has been saved," select **"OK"**