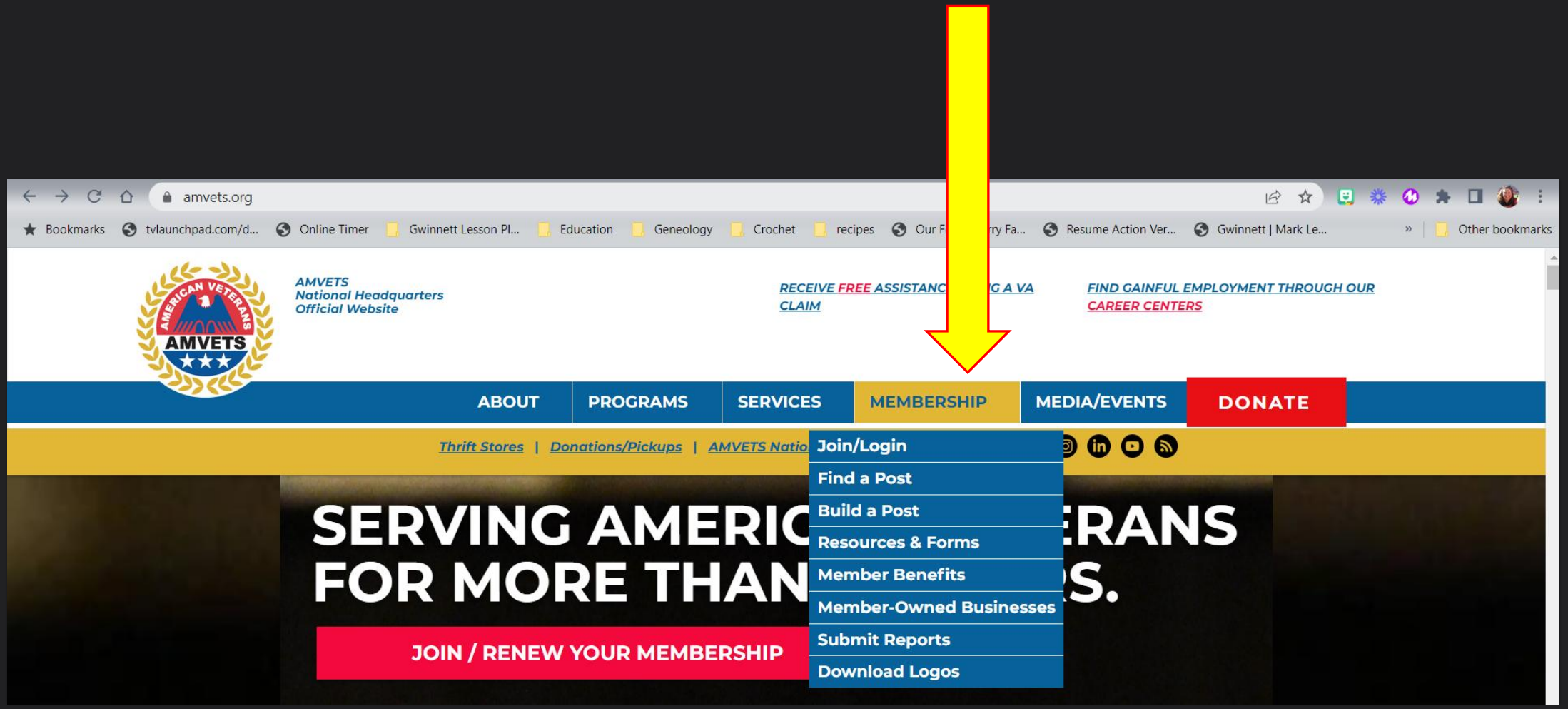
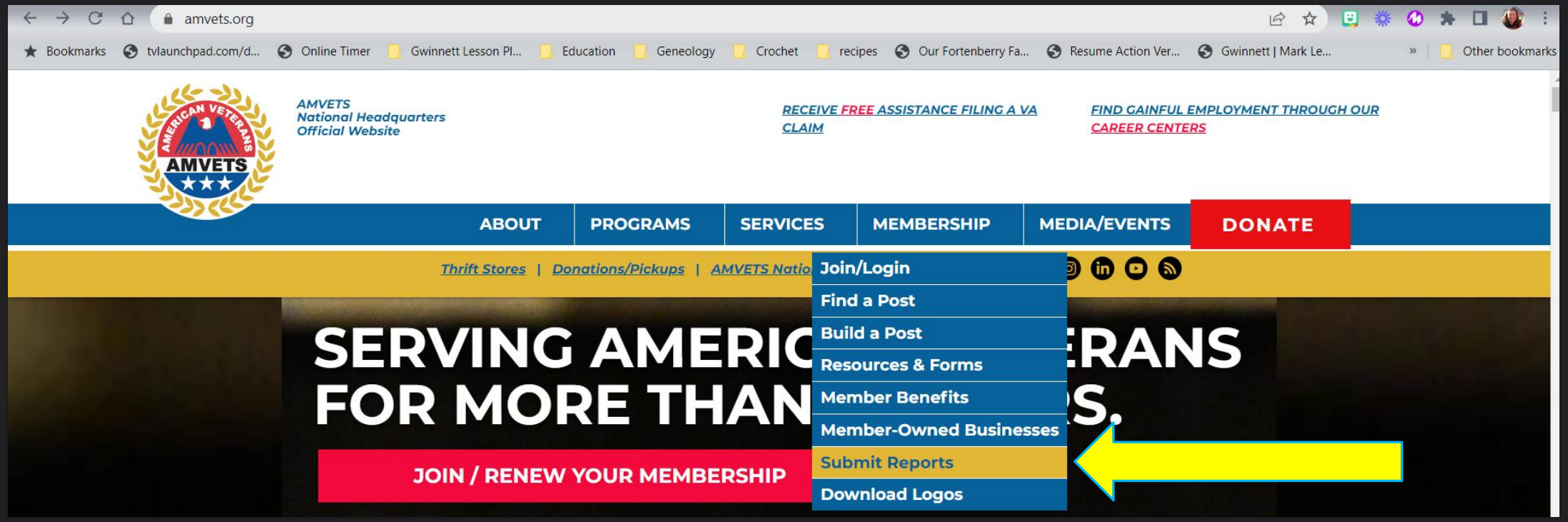
# Department of Florida

Online Reporting

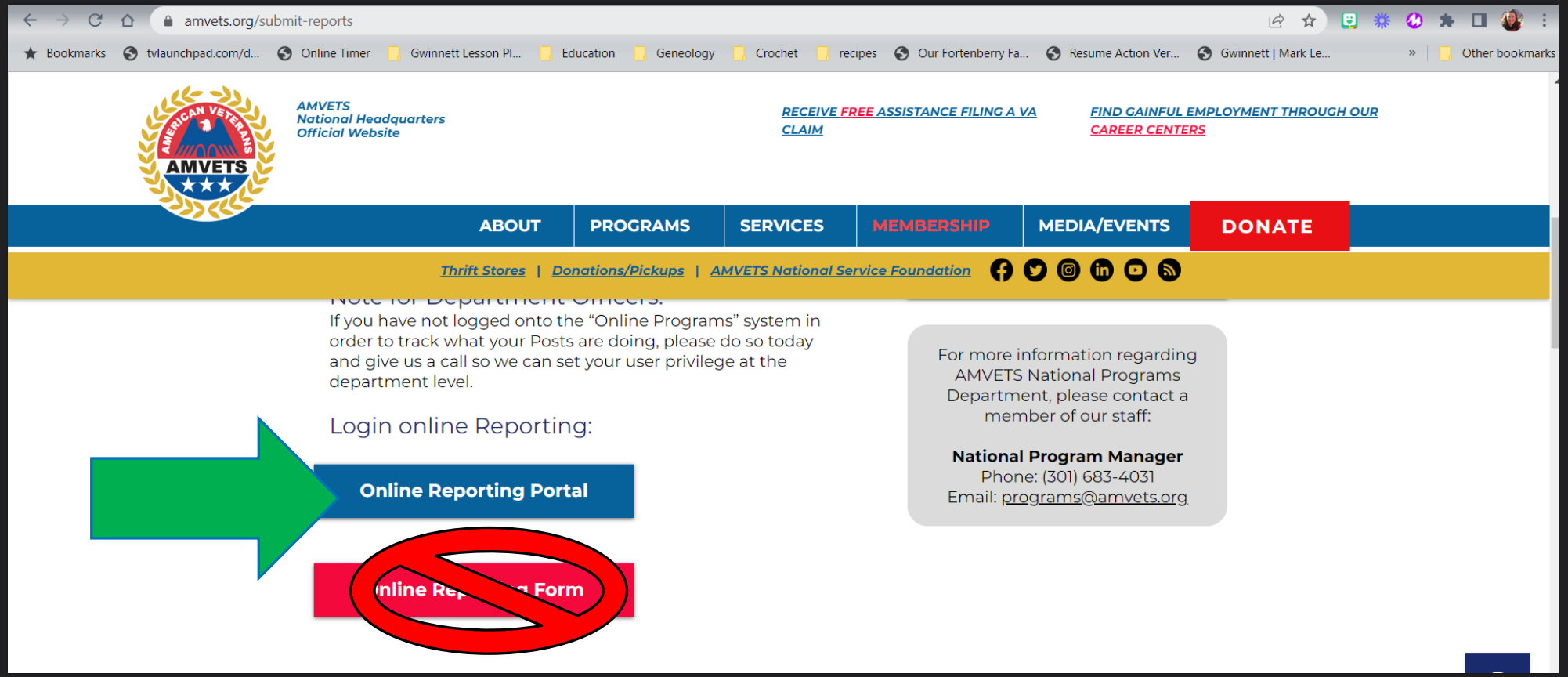
# 1. Go to AMVETS (National) Website
# 2. Click on Membership for the dropdown menu



# 3. Click on Submit Reports



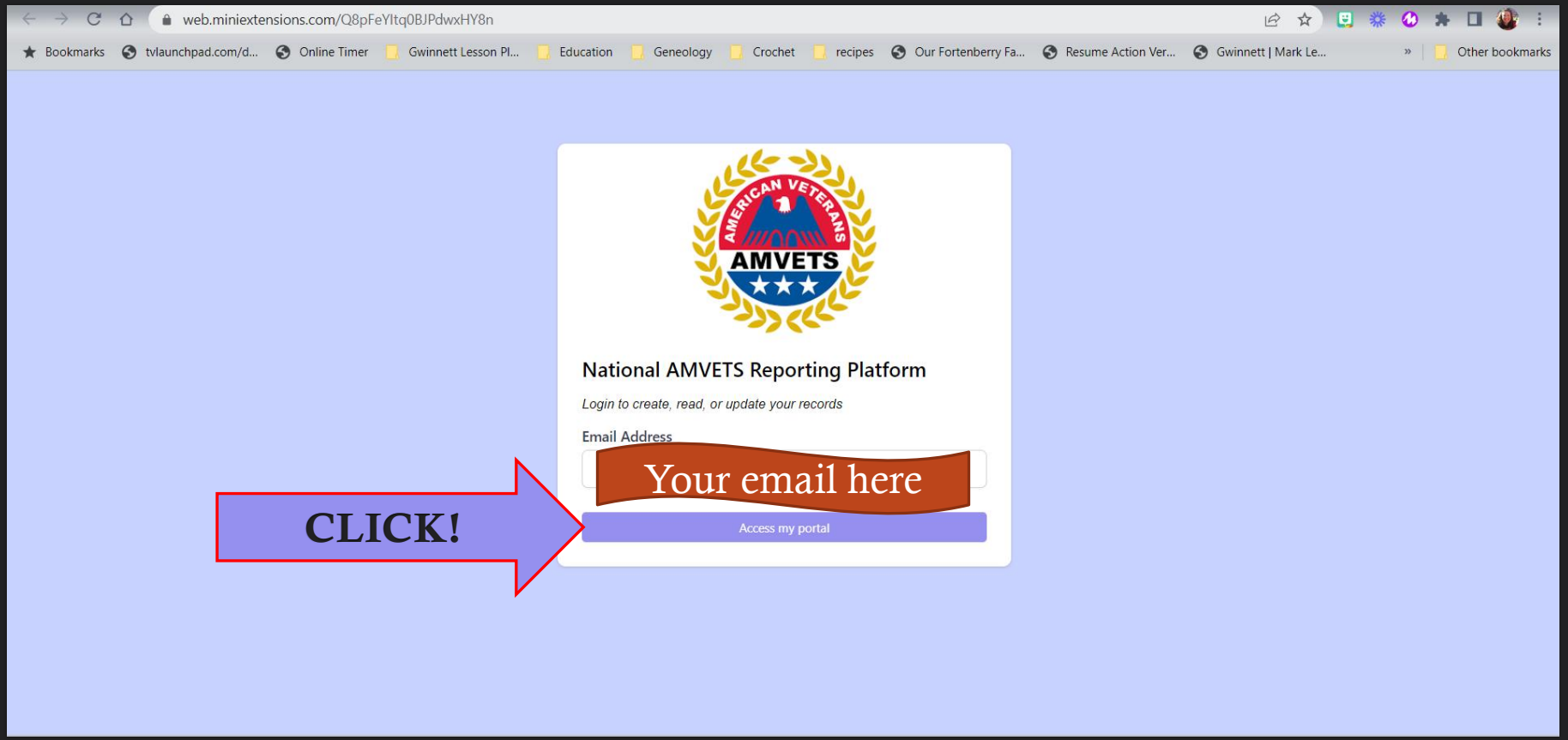
# 4. Scroll down and select Online Reporting Portal



5. This is the screen that will come up next.

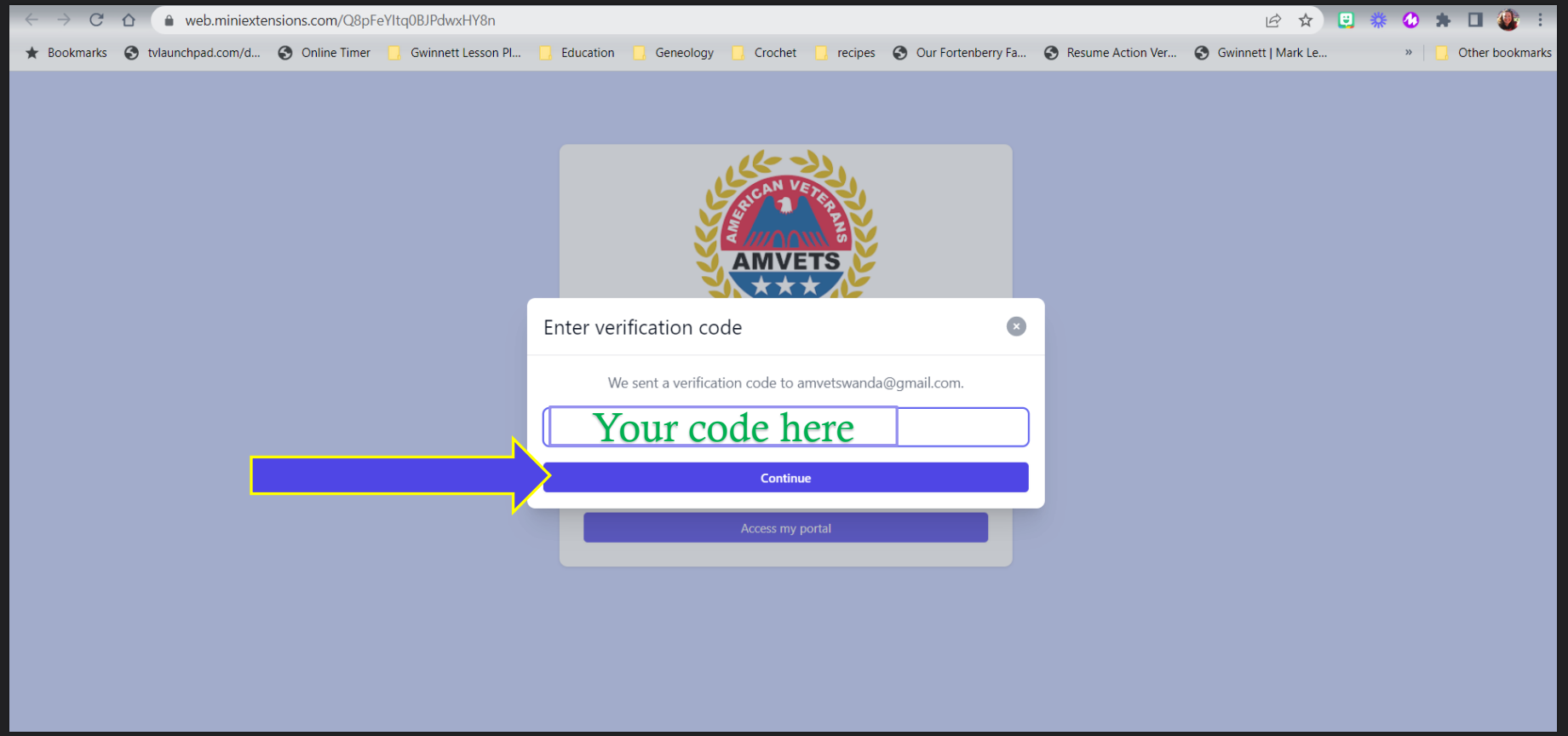
6. Enter YOUR email address.

7. Then click on **Access my portal**



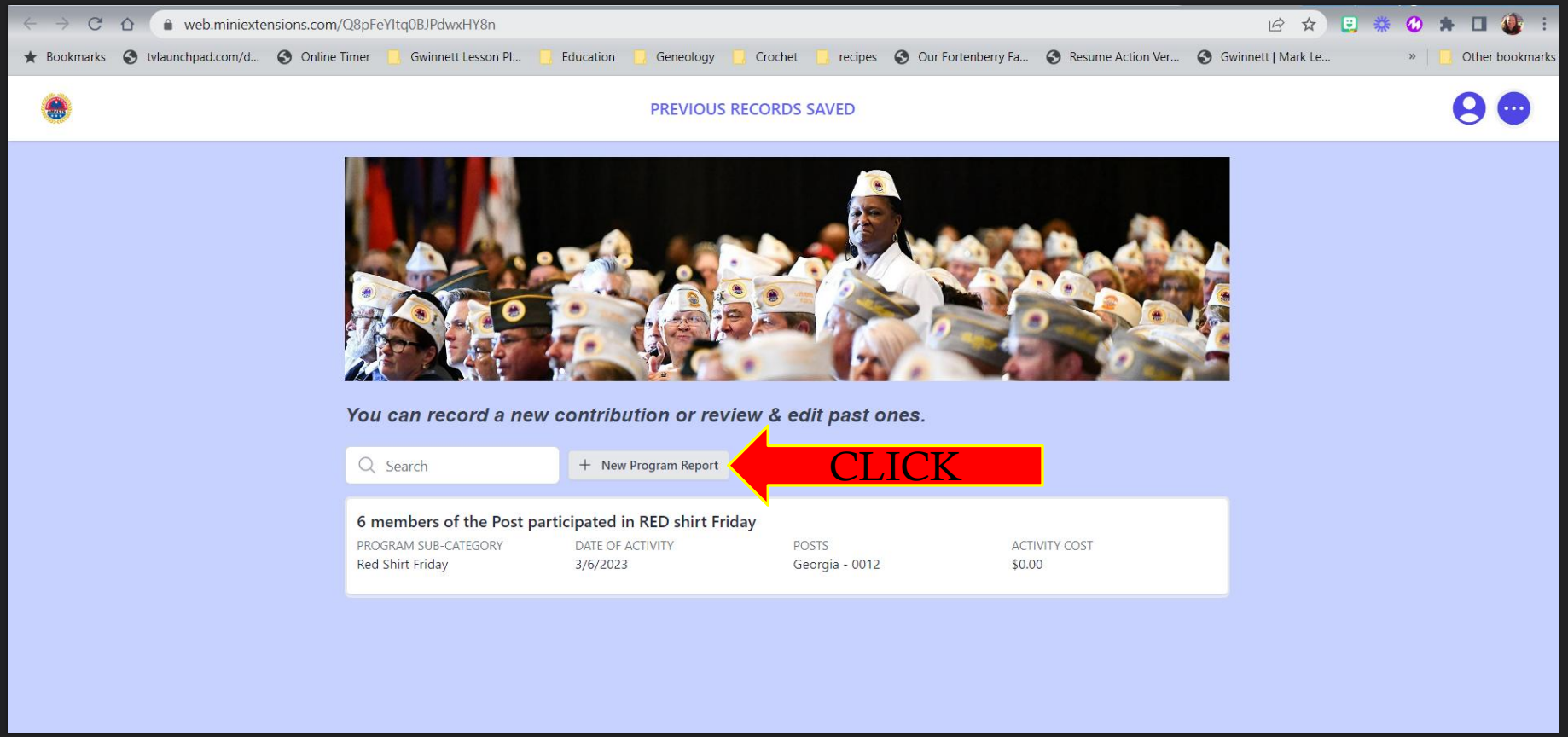
8. A verification code will be sent to your email address.

9. Go to your email inbox, retrieve the code, enter the code into the space provided, then click Continue.

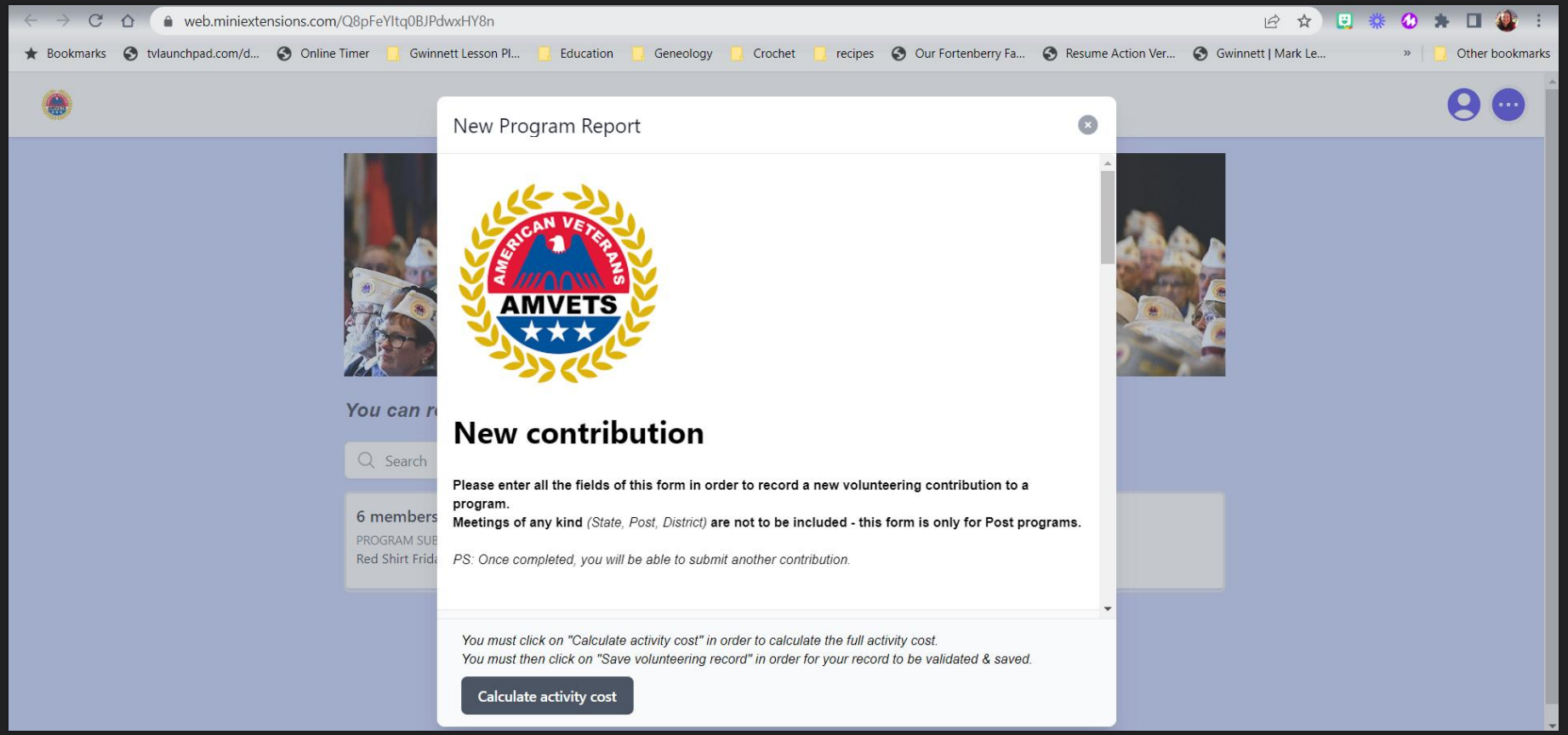


10. The first time you enter the portal, you will see a button that says "+ New Program Report."

11. Click on that button.

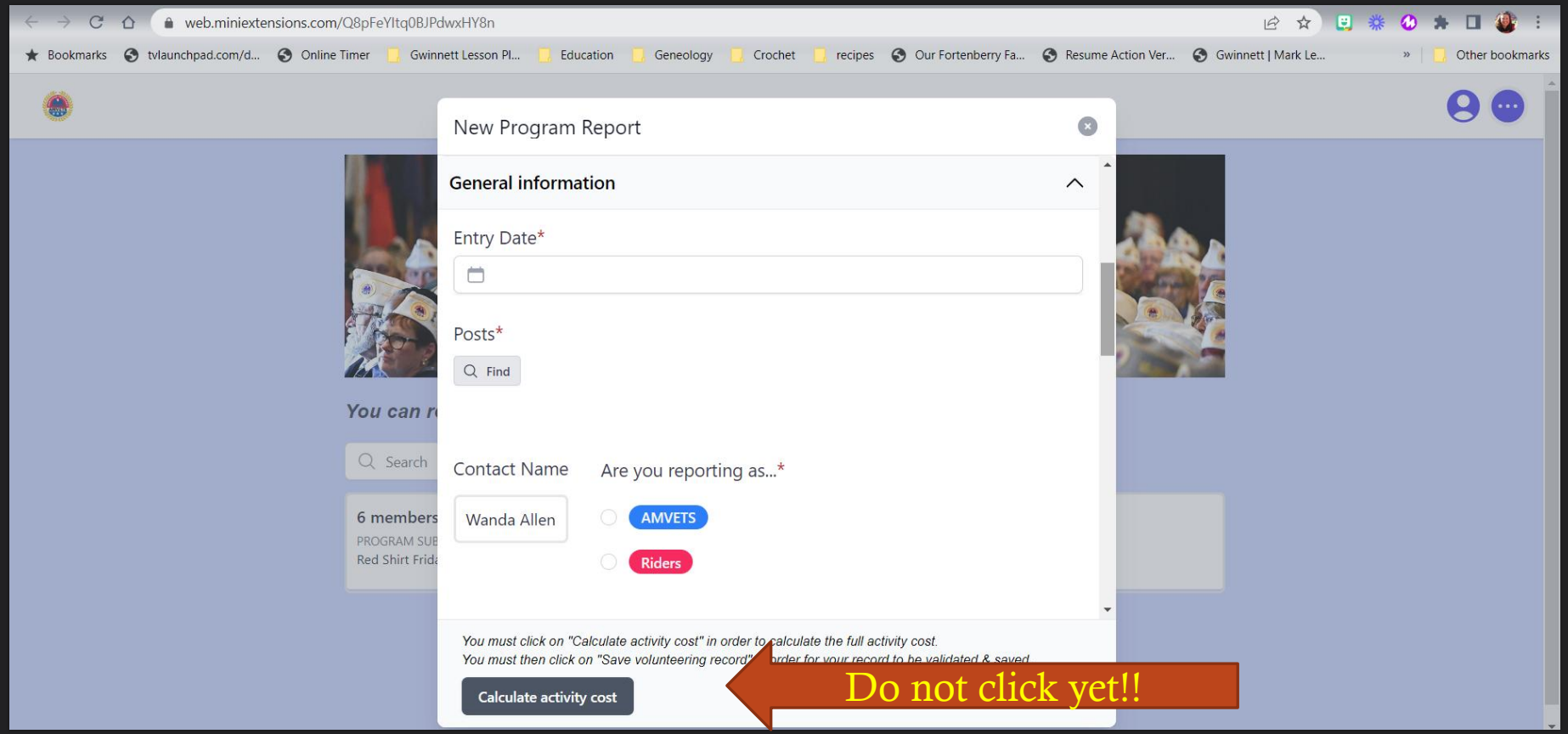


# 12. You may only enter event information one at a time.



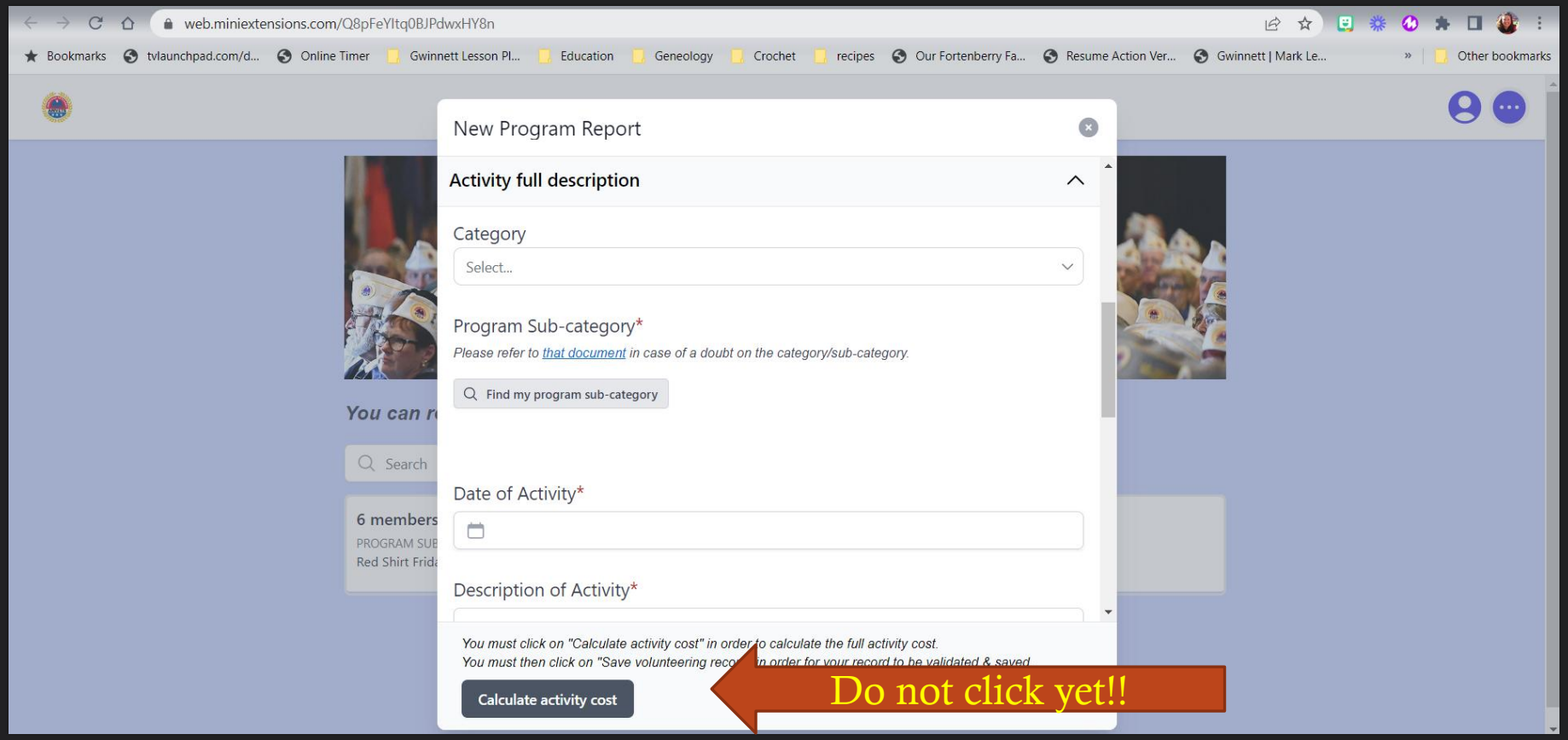

SCROLL DOWN

# Fill in information as requested – **ALL FIELDS MUST BE FILLED OUT!**

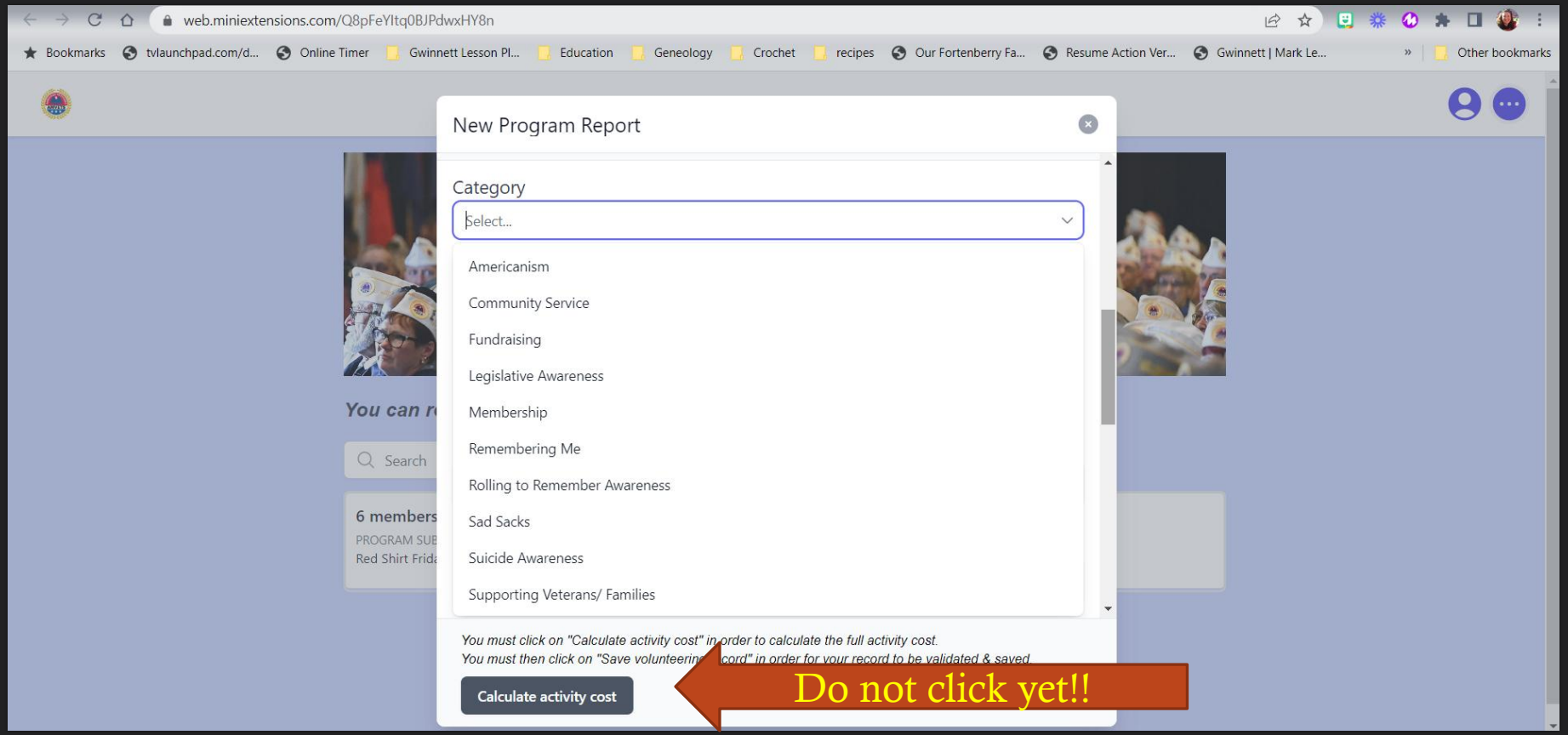



SCROLL DOWN

# A hard copy of the Sub-Categories has been provided; however, you may click on the link for a digital version

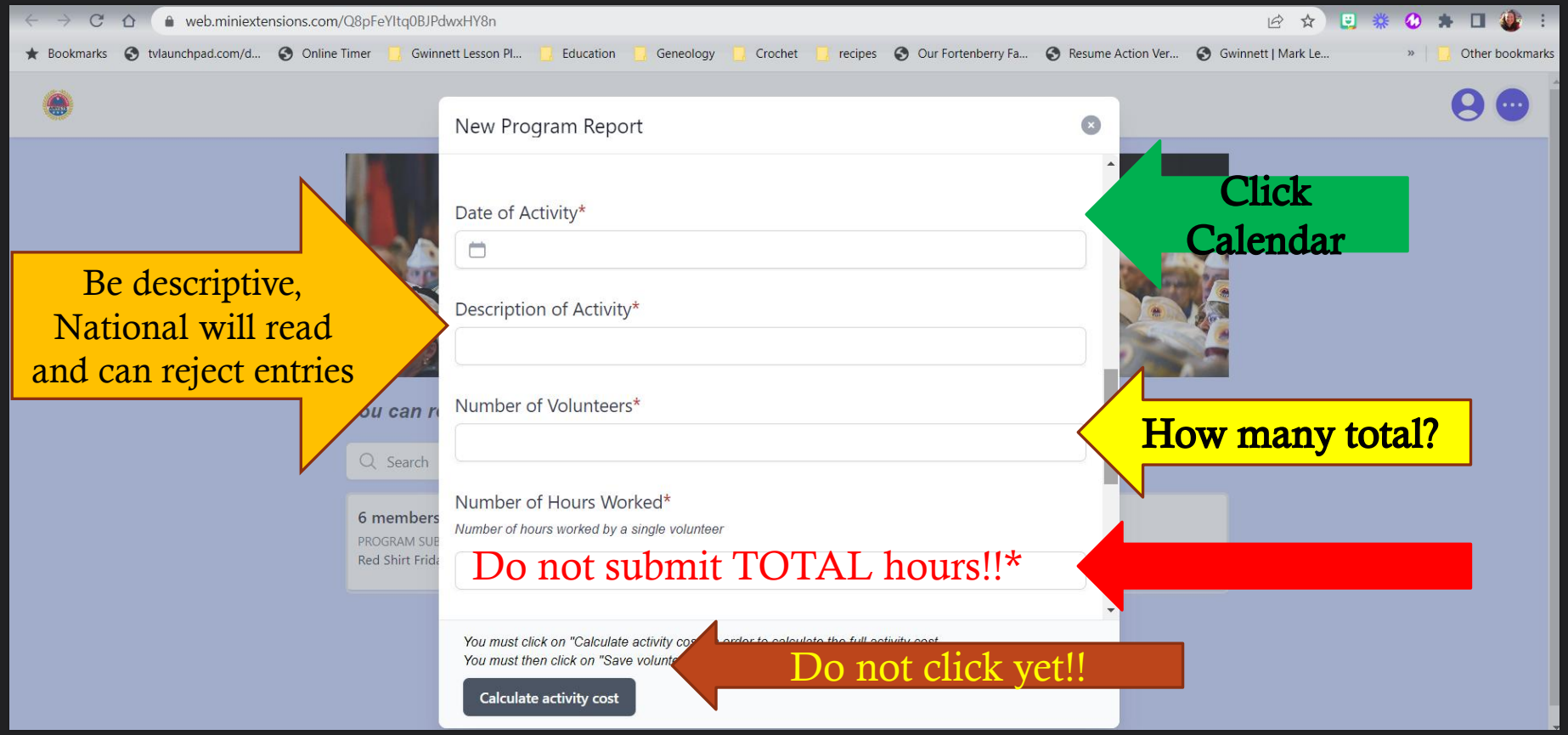


# Choose the appropriate Category & Sub-Category based on definitions given.



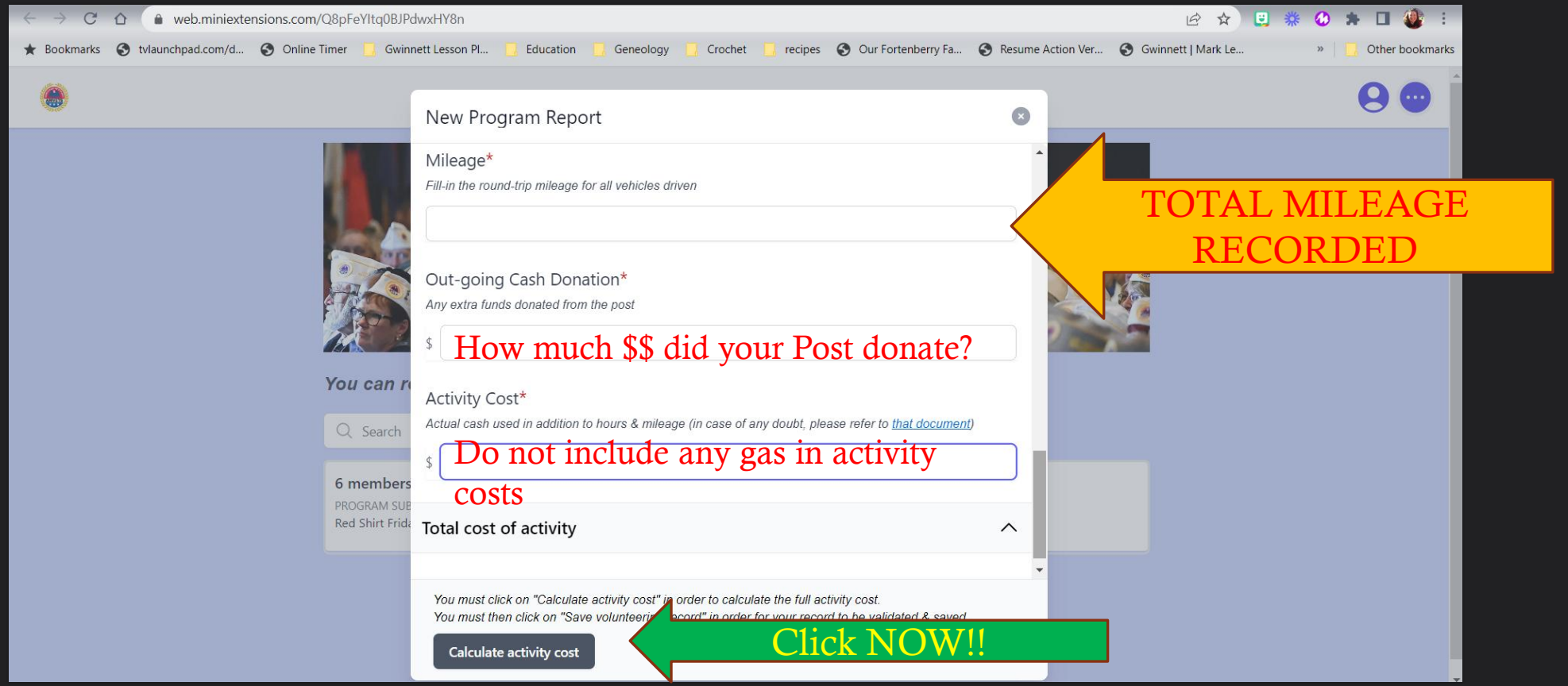

SCROLL DOWN

# Under the Number of Hours Worked – Submit the number of hours per SINGLE VOLUNTEER

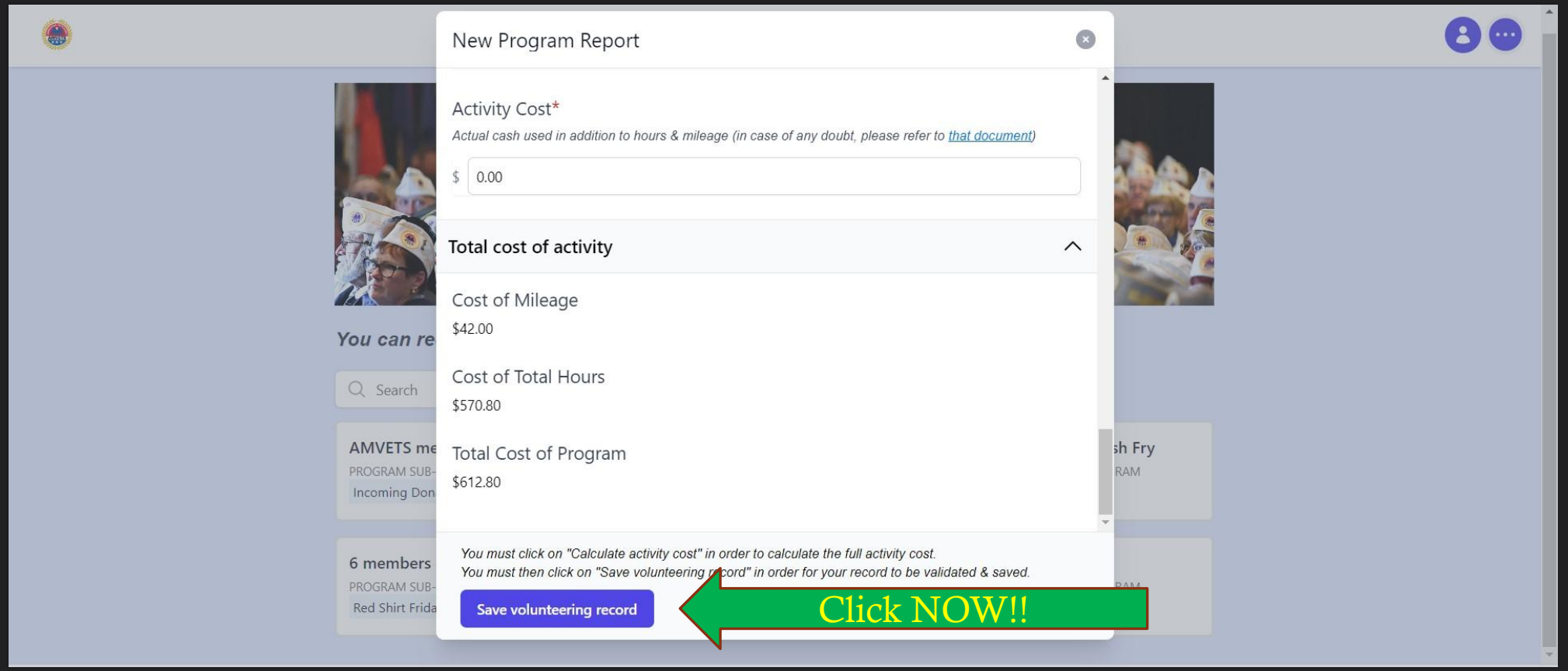


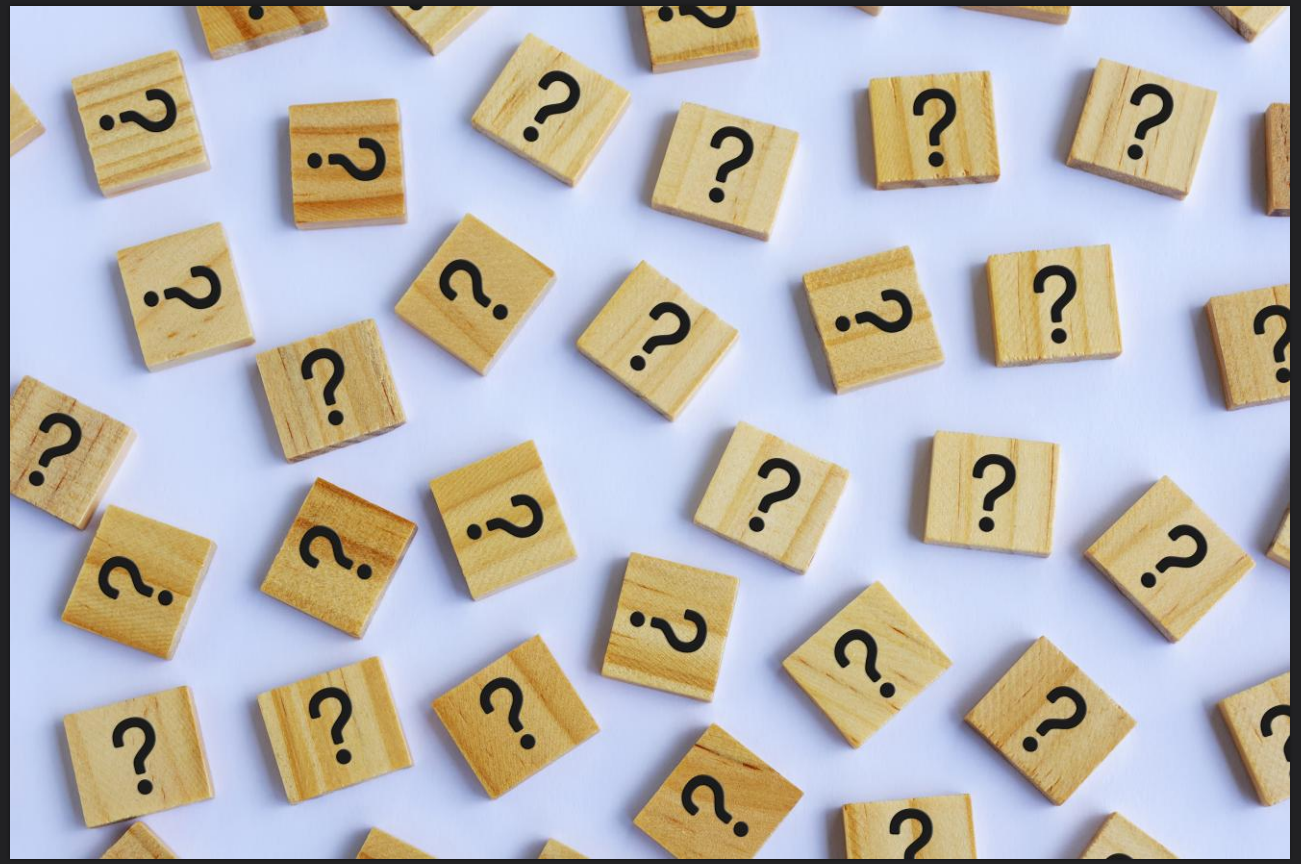

SCROLL DOWN

# Mileage should be calculated per vehicle and entered in the appropriate space



# After clicking “Calculate activity cost”, the program will spit out the event’s total value information.




You will be sent back to the Program Dashboard