

# 1 – Create an AARP.org Account



## Overview

Volunteers must have an active account with AARP.org in order to access the Volunteer Portal. Volunteers who already have an AARP.org account should not try to create a new one. However, volunteers who do not have an existing AARP.org account will need to create one (which is not the same as requesting membership to AARP).

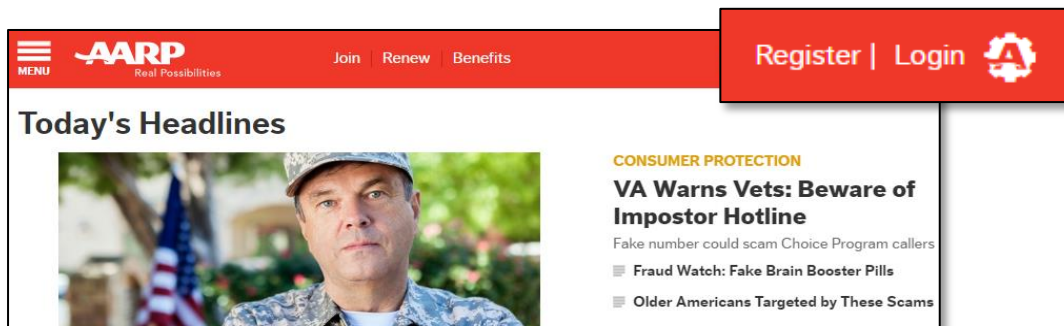
## Topics:

- How to Register with AARP.org
- How to Login to an Existing AARP Account
- How to Opt Out of AARP Communication
  - Using the Self Service Method
  - Sending an Email Request

## How to Register with AARP.org

Volunteers registering at AARP.org for use of the Portal must have unique email address, meaning that family members – as well as new and existing volunteers - cannot share an email address if they are both volunteers seeking to gain access to the Portal. Free email accounts can be obtained from Google and Yahoo, for instance.

1. Navigate to **www.AARP.org**.
2. Click **Register**, which is located on the right side of the ribbon that runs across the top of the page.



3. Complete the registration form, using the e-mail address you wish to use for the Volunteer Portal.
4. Once you have completed the registration form and clicked the check box next to the user agreement statement, click **Register**.

5. Navigate to your email inbox, and click the **Confirm your e-mail address now >>** link to confirm your e-mail address.

### ***How to Log into an Existing AARP Account***

1. Navigate to **www.AARP.org**.
2. Click **Login**, which is located on the right side of the ribbon that runs across the top of the page.
3. Enter your email address and password, and click **LOG IN**.
  - a. If you have forgotten your password, click the **Forgot your password?** hyperlink and follow the directions to reset your password.

### ***How to Opt Out of AARP Communication***

Volunteers who register on AARP.org to gain access to the Portal will, by default, be narrowly opted in to AARP email communications. Unless the volunteer indicates a preference otherwise, the only information they should receive is from their volunteer program. However, if a volunteer chooses to end the AARP communication they are receiving, then the volunteer has the option to opt out of these communications.

Note: It is a requirement of AARP Foundation Tax-Aide that all volunteers receive AARP Foundation Tax-Aide communications.

### **Using the Self Service Method**

- 1 Log onto your AARP account.
- 2 Click on your name, which is located on the right side of the ribbon that runs across the top of the page, and click **My Account** from the drop-down menu that appears.
- 3 Click on the **My Newsletters** tile.
- 4 Scroll down to the bottom of the page, and click the checkbox next to **I no longer wish to receive any email from AARP**.
- 5 Click **Save**.



### **Sending an Email Request**

A volunteer may also opt out of receiving AARP communication by sending an email to [AARPmember@aarp.org](mailto:AARPmember@aarp.org). The email should include their email address, full name, and address as well as explain that AARP communication (other than Tax-Aide communication) is not desired.