

## VITA/TCE Volunteer and Partner Sign Up Form

### For SPEC Employees and Partners

#### Background

This fact sheet is intended to assist individuals with disabilities in their use of the VITA/TCE Volunteer and Partner Sign Up Form. The fact sheet provides direction for general use.

#### General Information

The VITA/TCE Volunteer and Partner Sign Up Form allows the user to enter contact information for the Volunteer Income Tax Assistance (VITA) & Tax Counseling for the Elderly (TCE) Programs. The workflow has multiple pages that do not have page headers.

For all the pages, there is an IRS logo that links to [freetaxassistance.for.irs.gov](https://www.irs.gov/freetaxassistance) at the top of the page in the upper left corner. In the footer, the IRS logo has an undefined name. In the footer, there are links for Privacy Policy and Accessibility. All can be accessed via tabbing on the keyboard.

- Page 1 is a welcome page. It has verbiage that describes the purpose of site. Below the verbiage is a “Next” button that will take you to the next page of the data entry process. The button can be accessed via tabbing on the keyboard.
- Page 2 is the VITA/TCE Program selector. The first radio button is “Become a VITA/TCE Partner.” The second radio button is “Become a VITA/TCE Volunteer.” The up and down arrows can be used on the keyboard to navigate the radio buttons. One selection is required in order to leave the page. On the far bottom right of the page, there is a “Previous” and a “Next” button. Click “Next” to continue with the data entry process. The buttons can be accessed via tabbing on the keyboard.
- Page 3 is the Contact Information page. The same page will display for both selections, “Become a VITA/TCE Partner” or “Become a VITA/TCE Volunteer.”

There are 5 fields. They are all required. The fields, in tabbing order, are First Name, Email, Best Time to Contact, Last Name, and Phone. If a field is left blank, the following error will display beneath the field “Complete this field.”

Phone has the instructions “Enter a 10-digit U.S. phone number: XXXXXXXXXXXX”. If an invalid phone number is entered, an error message, “Please input a valid 10-digit phone number without dashes or parentheses.” will display beneath the field when the “Next” button is clicked. Email has the example you@example.com in the text box that can be over-written. If an invalid email is entered, an error message, “Please input a valid email address.” will display beneath the field when the “Next” button is clicked. Best Time to Contact is a drop-down selection field. If tabbing on the keyboard is used, use the up or down arrow to navigate through the 3 values: Anytime, Daytime or Evening. Click enter to make the selection. Once you have completed the data entry on page 3, click the “Next” button to continue with the data entry process. There is also a “Previous” button beside the “Next” button. The buttons can be accessed via tabbing on the keyboard.

### If Become a VITA/TCE Partner is selected

- Page 4 is the Partner Organization Information page. There are 7 fields on the page. Community Organization Name and Zip Code are required. If a required field is left blank, the following error will display beneath the field “Complete this field.” The other fields are Organization Email, Organization Type, Organization Phone, City, and State. Community Organization Name has the instructions “Please enter your organization name. If you do not have an organization, please enter your first and last name.” Organization Phone has the instructions “Enter a 10-digit U.S. phone number: XXXXXXXXXXXX”. Email has the example you@example.com in the text box that can be over written. If an invalid email is entered, an error message, “Please input a valid email address.” will display beneath the field when the “Submit” button is clicked. If an invalid phone number is entered, an error message, “Please input a valid 10-digit phone number without dashes or parentheses.” will display beneath the field when the “Submit” button is clicked. State is a drop-down selection field. If tabbing on the keyboard is used, use the up or down arrow to navigate through all the values. Click enter to make the selection. To complete the data entry process, click the “Submit” button. There is also a “Previous” button beside the “Submit” button. The buttons can be accessed via tabbing on the keyboard.
- Page 5 is the “Your form has been successfully submitted!” page. There is thank you for your interest verbiage along with 2 helpful links, one for Volunteers which links to Link and Learn Taxes Training, the other for Partners which links to Partner Resource Guide. The links can be accessed via tabbing on the keyboard. The last instruction is to “Close your browser to exit the form.”

### If Become a VITA/TCE Volunteer is selected

- Page 4 is the Volunteer Information page. There are 8 fields on the page. Volunteer Name is prefilled with the data from page 3. The other fields are City, State, Zip Code, “Which program are you interested in volunteering for?”, “Are you an IRS employee?”, Languages Spoken, “Are you interested in obtaining continuing Education (CE) Credits? If so, select your applicable

status,” and “Have you volunteered with the VITA/TCE program within the past 3 years?”.

- Zip Code and “Which program are you interested in volunteering for?” are required fields. If Zip Code is left blank, the error message “Please enter some valid input. Input is not optional.” displays beneath the field. If “Which program are you interested in volunteering for?” is left blank, the error message “Please select a choice.” displays beneath the field.
- Languages Spoken is a drop-down selection field. The values, when selected do not have a high contrast. If this is hard to view, zoom in to see it better. To zoom in, use the CTRL and + keys. If tabbing on the keyboard is used, use the up or down arrow to navigate through all the values. Click enter to make the selection. If multiple values need to be selected with the keyboard for Languages Spoken, use the following steps: 1. Tab into the languages. 2. Use the arrow keys to navigate up and down the language list. 3. Hold the control key while navigating and press the space bar to select a language. 4. To select another language, continue holding down the control key, navigate to the language you want, and press the space bar again. State is a drop-down selection field. If tabbing on the keyboard is used, use the up or down arrow to navigate through all the values. Click enter to make the selection.
- “Which program are you interested in volunteering for?” is a drop-down selection field. If tabbing on the keyboard is used, use the up or down arrow to navigate through all the values. Click enter to make the selection.
- “Are you an IRS employee?” is a drop-down selection field. The values are: Yes and No. If tabbing on the keyboard is used, use the up or down arrow to navigate through all the values. Click enter to make the selection.
- “Are you interested in obtaining continuing Education (CE) Credits? If so, select your applicable status” is a drop-down selection field. If tabbing on the keyboard is used, use the up or down arrow to navigate through all the values. Click enter to make the selection.
- “Have you volunteered with the VITA/TCE program within the past 3 years?” is a drop-down selection field. The values are: Yes and No. If tabbing on the keyboard is used, use the up or down arrow to navigate through all the values. Click enter to make the selection.

To complete the data entry process, click the “Submit” button. There is also a “Previous” button beside the “Submit” button. The buttons can be accessed via tabbing on the keyboard.

- Page 5 is the “Your form has been successfully submitted!” page. There is thank you for your interest verbiage along with 2 helpful links. The links can be accessed via tabbing on the keyboard. The last instruction is to “Close your browser to exit the form.”