Retiree Instruction Guide: Foundation Community Portal

Getting started:

1. Go to the Pella Rolscreen Foundation site – www.pellarolscreen.com
2. Select either the Matching Gifts or Volunteer sections for the link to the community portal.
3. **Log in using your employee ID number.** If you need your employee ID, contact the HR Service Center, 877-444-6947 or 641-621-6947.
   a. Step 4 will require you to create a password and enter a personal email address.

Portal Features:

1. Make a credit card donation and apply for a match:
   - Select "Give" on the top navigation or "Donate Now" in the summary section.
   - Search for charitable organization.
   - Select "View Profile" button of the organization.
   - Click "Make a New Donation."
   - Click "Credit Card."
   - Select or enter the amount of the donation.
     - Credit card fees are NOT covered by the Pella Rolscreen Foundation.
     - If you wish to add a designation, i.e. In memory of, you may do so here.
   - Click "Add to My Cart."
   - A pop up will appear and ask if you want to make more donations or "Checkout Now."
   - Verify that the donation amount is correct. You have the option to edit the donation amount or remove the donation.
   - Select "Apply Match and Checkout."
   - Click the radio button to apply for a match or to not apply for the match.
     - You can match only a portion of your donation. Click "Change Amount" and enter the amount you want to match.
   - Click "Next Step."
   - Under "Privacy Information," choose the personal information you wish to share with the charity.
   - Enter your credit card information and billing information.
   - Click "Next Step."
   - Verify your donation amount and match amount are correct.
   - Click "Confirm and Finish."

2. **Request a match for an offline donation:**
   - Select "Give" on top navigation header.
   - Search for your charitable organization.
   - Select "View Profile" button of the organization.
   - Click "Log an Offline Donation."
   - Enter the donation amount, date and type.
   - Upload a receipt verifying your donation by dragging and dropping or upload.
   - Click "Add to My Cart."
   - A pop up will appear and ask if you want to make more donations or "Checkout Now."
   - Verify your donation entry is correct.
   - Click "Apply Match and Checkout."
   - Click the radio button to apply for the match.
   - Click "Next Step."
   - Under "Privacy Information," choose the personal information you wish to share with the charity.
   - Click "Next Step."
   - Verify your donation amount and match amount are correct.
   - Click "Confirm and Finish."

3. **Record volunteer hours and apply for grant award:**
   - Select "Record Hours" on your dashboard or in the summary section.
   - To record individual activities, click "Get Started." You can also add hours to previous entries.
   - Enter the volunteer activity name, description and location.
   - Under the "Benefiting Organization" section, click "Search for Your Charity" to find the organization where you volunteered. If it's not in the list, you can manually enter it.
     - If organization is identified, click on "Select Charity."
   - Click on "Continue."
   - Enter your volunteerism date the and the number of hours volunteered.
     - You may log multiple dates/hours for the same organization and activity.
   - Click on "Review & Confirm."
   - Click "Answer" to respond to the required spouse question to verify who volunteered.
     - Click "Get Started."
     - Click the radio button to answer the question.
     - Click "Complete."
   - Click "Save."
   - If you have reached the threshold to apply for a volunteerism grant, a pop up will appear.
   - To redeem the incentive, click "Redeem Now."
   - Search for the charity you want to receive the grant.
   - Click "Select Charity." Click "Continue."
   - Select the hours you want to redeem. Click "Continue."
   - You can add a designation, then click "Continue."
   - Click "Confirm" to submit the request for Foundation Admin approval.