



Team Member 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 network login – same as logging in to MyHR to view your paycheck.

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.
 - A designation can be made, i.e. In memory of.
- 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.