UNITED WAY
Utah County

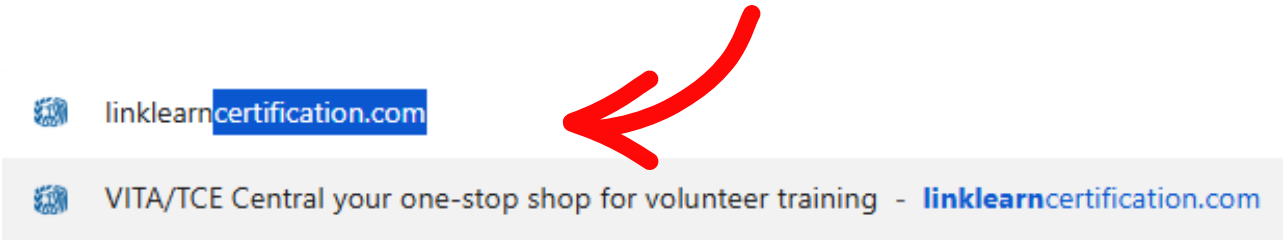
Volunteer Agreement Step by Step



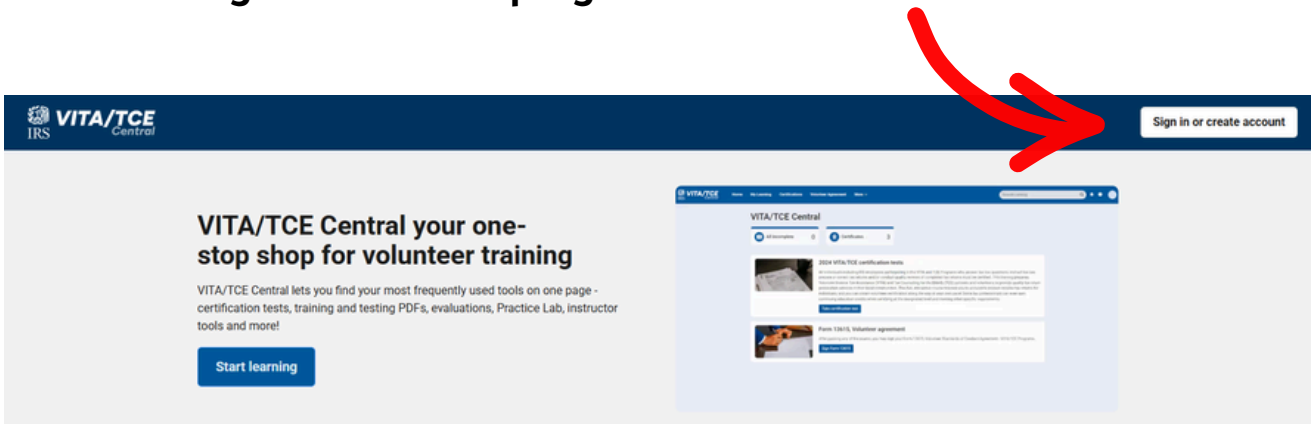
Welome to VITA!

Volunteer Agreement Pt. 1

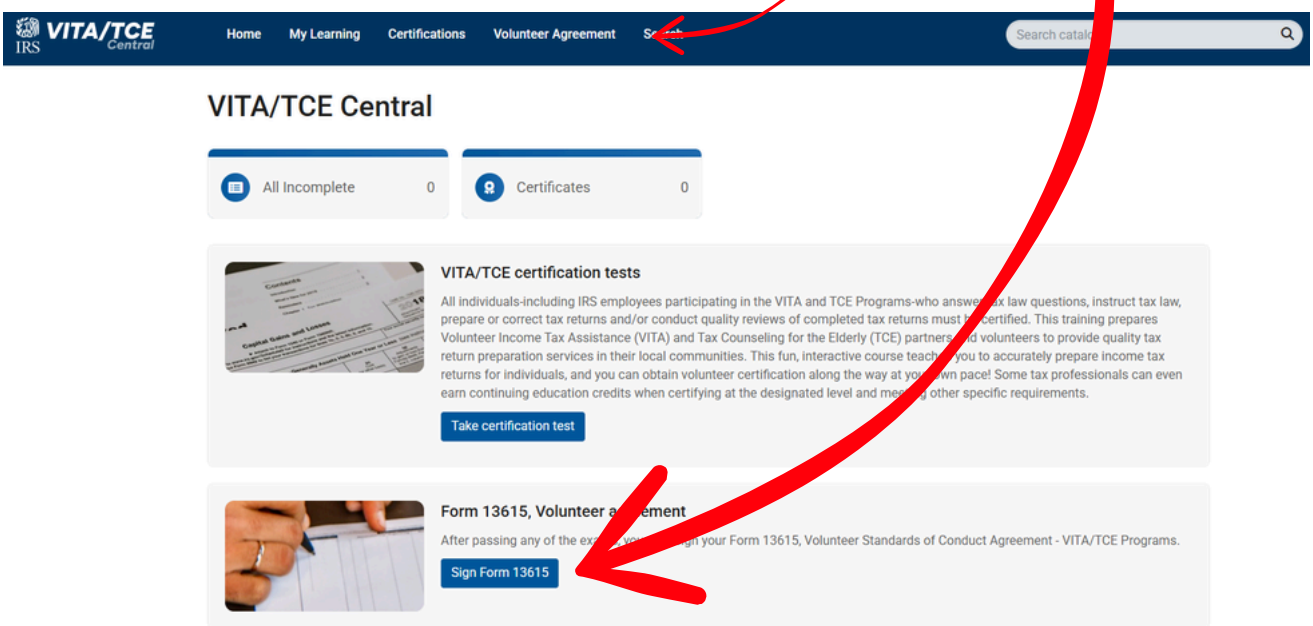
1. **In your browser type “linklearncertification.com”**



2. **Click “Sign in” in the top right corner**

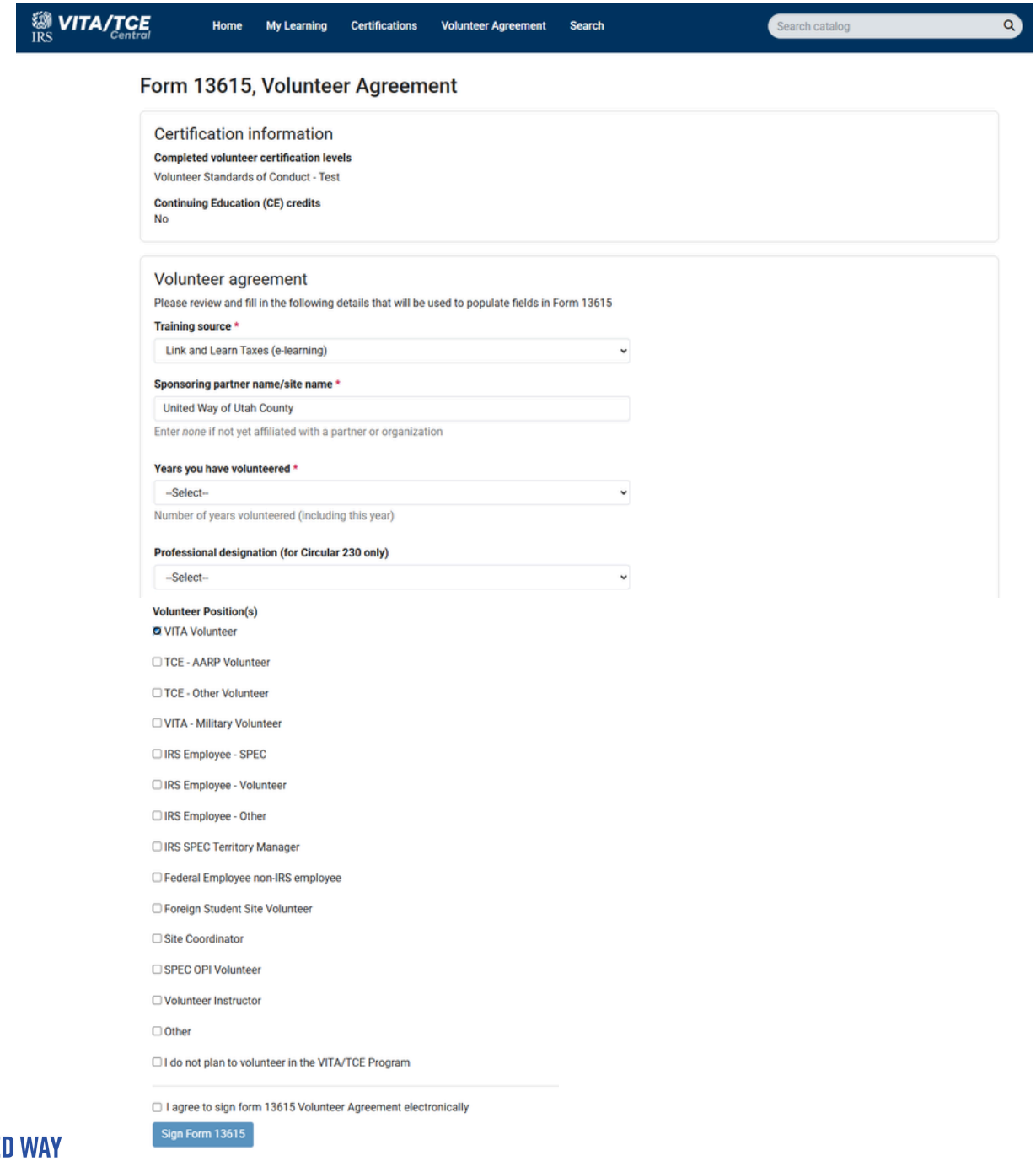


3. **Click “Volunteer Agreement” Form 13615 at the top or bottom of the main page!**



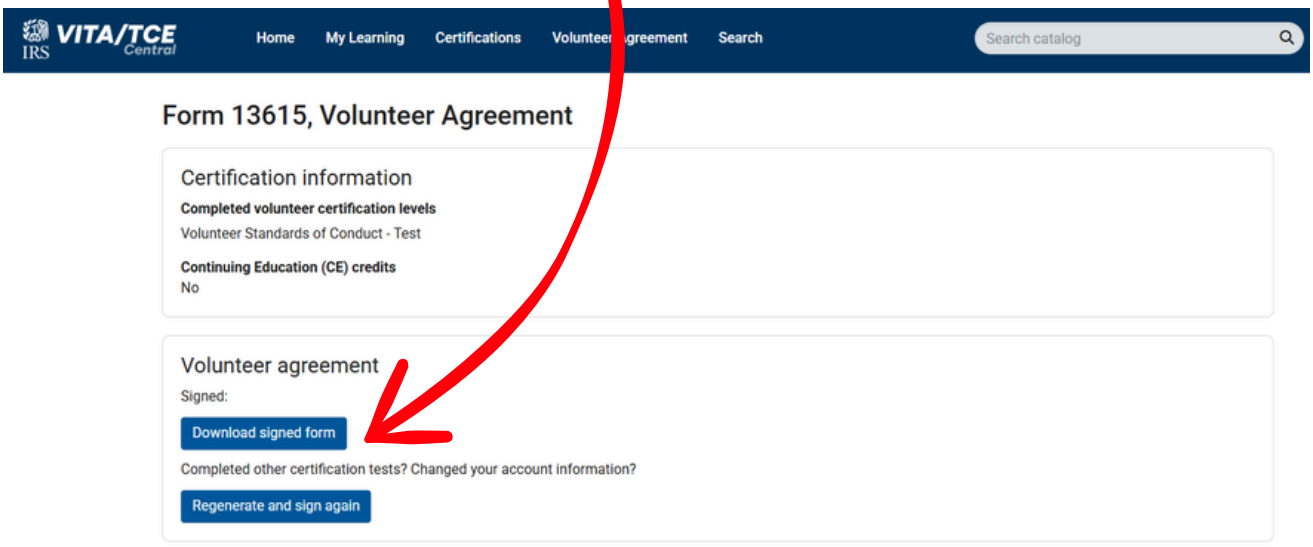
Volunteer Agreement Pt. 2

1. **Fill out as seen below, check "I agree to sign…" and click "Sign Form 13615"**
   - **Training source: "Link and Learn Taxes (e-learning)**
   - **Sponsoring partner name/site name: United Way of Utah County**
   - **Years you have volunteered: if this is your first year, put 1**
   - **Volunteer Position(s): VITA Volunteer**



Volunteer Agreement Pt. 3

2. **Click "Download signed form" and email the pdf to vita@unitedwayuc.org**





You legally CANNOT volunteer until you have completed all necessary certification tests AND emailed a copy of the Volunteer Agreement Form 13615 to vita@unitedwayuc.org!