

## Community Service Reporting Website Instructions

The Department is changing the way we are doing the reporting

It will all be done through the [www.vfwpa.org](http://www.vfwpa.org) website.

Follow the instructions below:

1. Click the hyperlink [www.vfwpa.org](http://www.vfwpa.org) this will take you to our website
2. On the right side you will see login, click on the drop-down box and choose Members Only and this will take you to the login
3. **Member ID:** this is your VFW member number  
**Password:** this will be your last name
4. This will take you to 2 options the Dashboard or Program Reports
5. Click on Program Reports
6. Here you will see your Post and District with your email address of the submitter
  - a. Put in the date of activity
  - b. Select the program you are applying it to and a list of select activities will come up and choose which activity your information applies to
  - c. Then it will go to Hours; Miles, Members and Dollars Spent/Donated add the information and then you can add a description
7. Click Submit and your Community Service Report will go directly to National and then John Getz will approve them each morning.

If you have any questions please do not hesitate to contact

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