

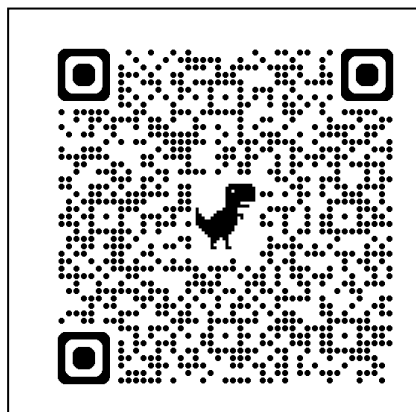
NEW! Option to Submit Individual Volunteer Hours Electronically!

If you submit your individual volunteer hours on a “green sheet”, you can now report your hours through the Genesee County Office for the Aging’s website! We’re hoping this new option will be easy and efficient. It’s pretty straightforward and monthly reporting can be completed in just a few minutes! I’m here to help everyone through the process; I’m just a phone call away. If computers aren’t your thing, no problem! **Individual volunteer hours** can always be submitted on green sheets. For those who can, we appreciate you giving electronic hours reporting a shot! **Thank You!!**

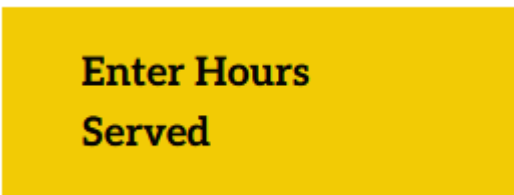
If you report your volunteer hours on a salmon colored group timesheet where you volunteer or your station reports hours on your behalf, please continue following that process. If you’re unsure, please reach out to me and I can confirm how your service is accounted for. (My contact information listed at the end).

Instructions:

1. Go to: <https://www.geneseeny.gov/Department-Content/Office-For-The-Aging/Senior-Volunteer-Program> or just search Genesee County NY Senior Volunteer Program – the OFA page will likely be the first option to come up. You can also use this QR code with your smart phone’s camera feature:



2. Scroll down a bit and click the button “Enter Hours Served”



This will bring you to the login page for entering hours

3. The first time you login, enter your **username as your first and last name without a space**. It doesn’t matter if you use capital letters or not. **Example: joesmith**

4. Enter the temporary password **volunteer**.



Genesee County Senior Volunteer Program

Enter Hours You Have Served

If you do not know your username or password, please contact us.

Instructions:
Enter your User Name and Password into the form below, then click the OK button.

User Name:

Password:

5. Click 'OK'
6. This will take you to the page to change your password. Changing your password is required. (You can also change your username but it is not required).
7. Enter a new password. *It can be as simple as you'd like!* Ex) abc123

Current User Name: **joesmith**

New User Name:

Current Password: **volunteer**

New Password

8. Click 'OK'
9. Click 'Log Out'

This will bring you back to the login page where you will enter your new credentials.

10. After entering your credentials and clicking 'OK', you will be on the page where you select your job. Select your job by clicking on it once and then click 'OK'

I wish to report hours served for this Job:

Animal Care 2, PAWS

Click the 'OK' button below to proceed to the next step and enter your hours served.

OK Cancel

11. This will bring you to the page where you enter your hours. Choose the date of service and enter your hours and minutes. (Ours will be entered as a total for the month, but I've included the example below just for a visual).

I am entering hours served for this Job:
Animal Care 2, PAWS

The hours were served on: April 17 2024

On this day I served: 0 Hours 0 Minutes

12. Click 'OK'
13. A prompt will ask you if you are finished. Click 'OK'
14. Your hours are now saved and submitted. You can either click the link to enter more hours for another job, or click 'Log Out' when you are completely done with entering hours.

Hours Saved

Your hours have been saved. Thank you.
Animal Care 2, PAWS, 9 hours, 0 minutes.

[Click here to enter hours for another job.](#)

[Home](#) [Log Out](#) [Change Your Password](#)

Each month when you enter your hours you will use the same login credentials; the ones created when you first logged on. Please write your username and password down, but if you forget, don't worry, I can help! Just give me a call at (585) 343-1611 or email me at Courtney.Iburi@geneseeny.gov Thank you for giving it a try! I appreciate it tremendously!

☺ - Courtney Iburi, Specialist, Genesee County Senior Volunteer Program Coordinator.