

Step-by-Step Member Registration Guide

Rev 7
July 11, 2013

Read Me:

Please follow these instructions carefully. If you get stuck at a particular step and need assistance, please click on the **Contact Us** link at the bottom of any page on the linkAges Bay Area TimeBank website or call (650) 691-8784. Please be prepared to provide the number of the step where you are stuck and need assistance.

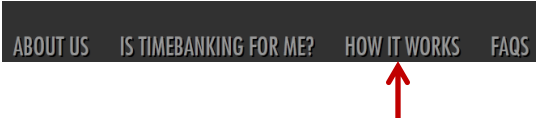
1

Go to the linkAges TimeBank
website: www.timebank.linkages.org



2

Click on the **How it Works** menu on
the Home Page to navigate to the
How it Works page.

A screenshot of the website navigation menu. The menu items are: ABOUT US, IS TIMEBANKING FOR ME?, HOW IT WORKS, and FAQs. A red arrow points to the 'HOW IT WORKS' link.

3

Initiate your enrollment in the TimeBank by **clicking on the Join button**



2. join!

4

Verify your orientation session participation:

You will be asked if you have already attended an orientation session. Attending a Sneak Peek also counts as an orientation session.

If you've already attended a Sneak Peek or orientation session, click "Yes, I've attended an orientation session already."

If not, click No. You will be taken back to the public Home Page. Note that you must attend an in-person orientation session before initiating your enrollment in the TimeBank.

Have you already attended a linkAges TimeBank orientation session?

- Yes, I've attended an orientation session already
- No, I have not yet attended an orientation session

5

Create a linkAges OpenID Account:

You will be presented with a linkAges OpenID account form. **Complete the form** and **click the Create User button** when you're done.

Note that creating a linkAges OpenID account is required to enroll in the linkAges Bay Area TimeBank. You will need to enter your linkAges OpenID account information *during* the member enrollment process and whenever you want to log into your linkAges TimeBank account after you have enrolled in the TimeBank, so please make a note of the username and password that you enter at this step:

Username: _____
Password: _____

Your linkAges OpenID account will also allow you to use the same username and password to access any other linkAges services that become available over time.

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Review confirmation of successful creation of your new linkAges OpenID account:

This screen confirms that you have successfully **created** your new linkAges OpenID account.

In the next step, you will be asked to **activate** your new

linkAges OpenID Account

* fields are mandatory

Please make a note of your linkAges OpenID user name and password right now and save it in a secure place. After creating your linkAges OpenID account, you will need to enter your login credentials in order to sign into the linkAges website from now on.

User Name * :

Password * :

Confirm Password * :

Title : Mr.

First Name * :

Last Name * :

Gender * : Male

Date of Birth * : Jan 1 1920

Secret Question * : Please select.

Secret Answer * :

E-mail Address * :

Confirm E-mail Address * :

Address Line1 * :

Address Line2 :

Address State : CALIFORNIA

Address City : ALAMEDA

Address Zip * :

Address Country : UNITED STATES

Phone :

→ Create User Cancel



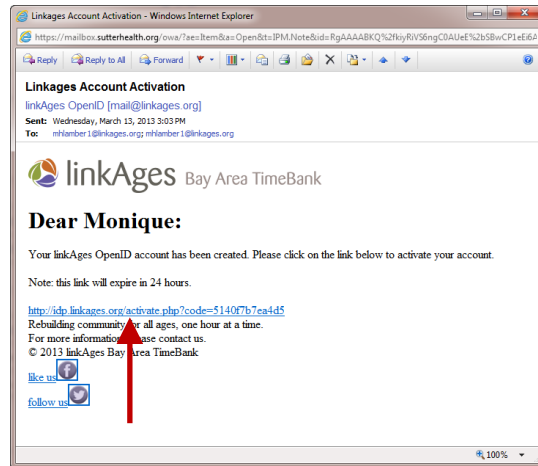
linkAges OpenID account.

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Activate your new linkAges OpenID account:

1. Log into your email.
2. Look for a message from linkAges OpenID. If you don't see an email from linkAges OpenID, check your spam.
3. Click on the link in the email message to **activate** your new linkAges OpenID account.

Note that the activation link will expire in 24 hours, so be sure to click on the link to activate your account as soon as you receive the email!

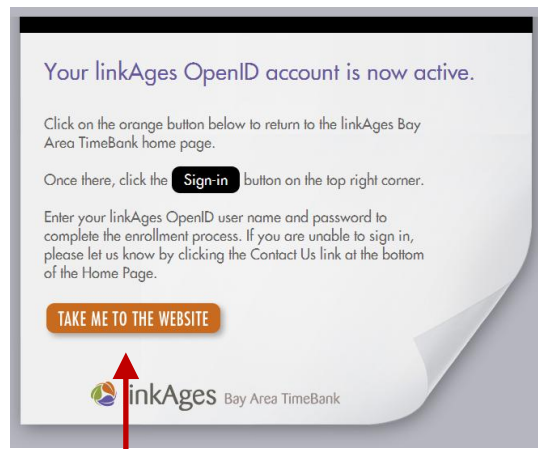


8

Review confirmation of successful activation of your new linkAges OpenID account:

This screen confirms that you have successfully activated your new linkAges OpenID account.

Click on the orange button that reads **“Take Me to the Website”** to return to the linkAges TimeBank Home Page.



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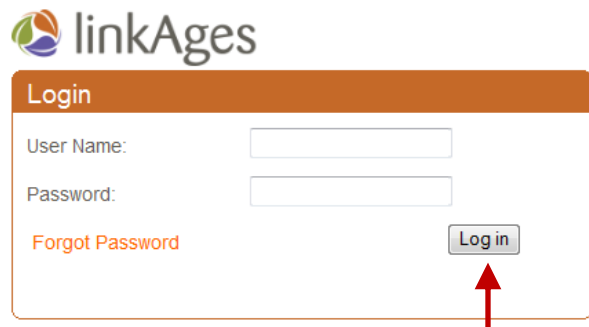
Click the **Sign-In** button in the upper right hand corner of the Home Page.



10

Enter your linkAges OpenID user name and password in the linkAges OpenID sign in box. Note that this is the *same* username and password that you created in Step #5.

Click the **Log in** button.

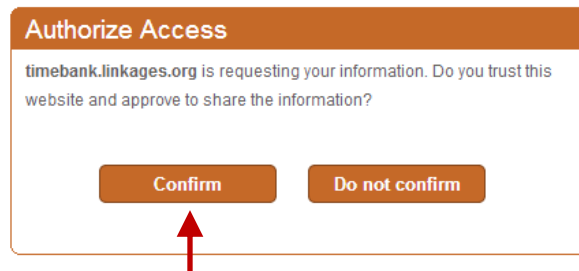


11

Authorize your access to the linkAges TimeBank website:

You will see a message asking if you trust the linkAges TimeBank website that you are trying to log into. Do not be alarmed!

This confirmation is a routine used by the linkAges OpenID service to confirm that you want to share



your linkAges login information (e.g. your user name and email) with the linkAges TimeBank website that you are trying to access.

Note that your linkAges OpenID account has been implemented for your convenience to allow you to use a *single* user name and password to access multiple linkAges services once they become available. The linkAges TimeBank is the first linkAges service that is being launched in the community.

Click the **Confirm** button to log in.

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Review and accept the linkAges TimeBank Terms and Conditions:

After signing in with your linkAges OpenID username and password, you will be presented with the linkAges TimeBank Terms & Conditions.

Please review the Terms & Conditions, which includes links to the linkAges TimeBank Member Handbook and Privacy Policy.

If you agree to the Terms and Conditions, **check Accept at the bottom of the page.**

The screenshot shows the 'linkAges Bay Area TimeBank' website's Terms and Conditions page. The page is titled 'linkAges Bay Area TimeBank' and has a navigation bar with links for 'ABOUT US', 'IS TIMEBANKING FOR ME?', 'HOW IT WORKS', and 'FAQS'. The main content area is titled 'Terms & Conditions' and includes a section for 'APPLICATION FOR USE, TERMS OF AGREEMENT, AND WAIVER OF LIABILITY'. Below this, there are sections for 'Key Principles', 'Agreement between Timebank members / FAIR Disclaimer', and 'Choice of Law and Venue'. At the bottom of the page, there are two buttons: 'Accept Terms and Conditions' and 'Decline Terms and Conditions'. A red arrow points to the 'Accept Terms and Conditions' button.

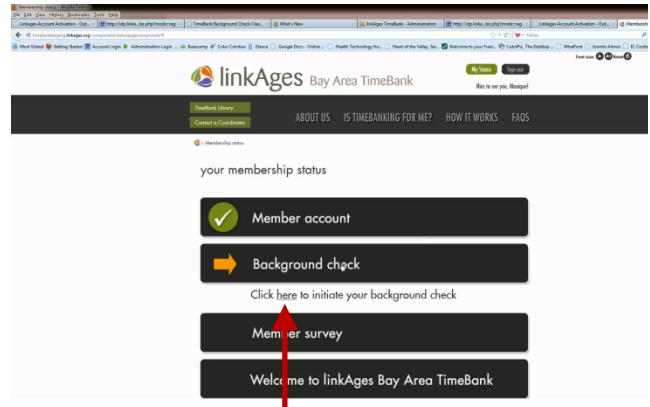
Initiate your background check: ¹

Once you've accepted the Terms and Conditions, you will be redirected to your personal **Member Status** page. You are in a Member Status page if you see the green My Status button to the left of the Sign out button in the upper right-hand portion of the screen.

At this point of the process, the Member Status page shows that you've already created a member account (as indicated by the green check mark next to "Member account"). The next step is to initiate your background check.

Click on the link to launch the background check service.

You will be redirected to an



¹ Please note that screening members should not be viewed as a sign of mistrust or an invasion of privacy. As a TimeBank member, you and other members are the first line of defense for ensuring that the TimeBank community is safe and welcoming for people of all ages, including our precious elders. Submitting to a background check signals your commitment to play your part in keeping our TimeBank community safe. However, no background check is a substitute for due diligence. TimeBank members are expected to exercise caution, use your intuition, meet in public places at first and look out for your own safety and comfort as well as the safety and comfort of your fellow TimeBank members.

external site hosted by Corporate Screening Services (CSS) (www.corporatescreening.com) to initiate your background check.

Please read the following so you know what to expect when completing the background check form.

There are 4 steps to completing the background check. Please be patient!

The form is lengthy, so you may feel like you're "signing your life away." The length of the form is dictated by the law which requires specific information to be provided to individuals completing a background check.

Make sure you complete all required information fields.

You will be asked to provide your date of birth and a social security number when completing the form.

This information is required to validate your identity against any matches that occur when CSS searches the county or state records.

Please note that your social security number is NOT visible to nor stored by the linkAges TimeBank. CSS is the only entity that will have access to your social security number. CSS' use of your social security number is limited to

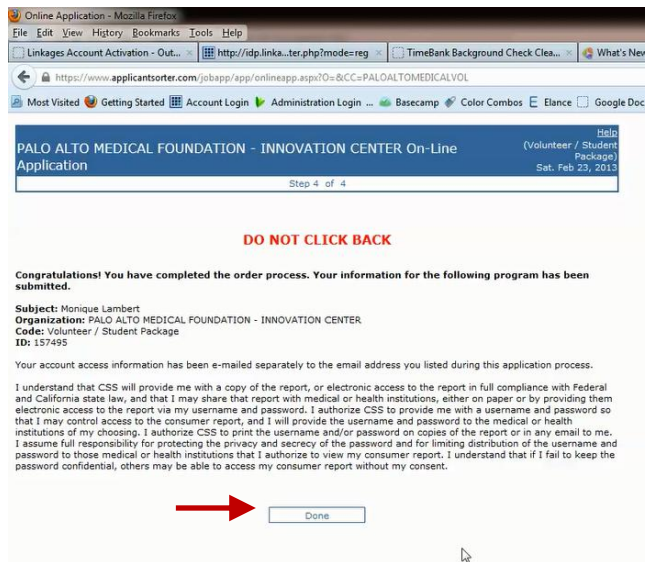
performing a search of county and state records for purposes of completing the background check.

On Step 2 of 4, you will be asked to enter your name and address **again**, and to provide the last four digits of your social security number. These information fields must **match exactly** the information you entered earlier in the application.

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Submit Background Check Information:

When you get to the end of the form, breathe a sigh of relief and **click the Done button.**

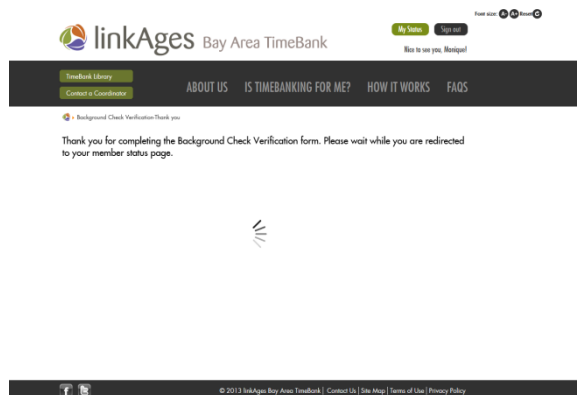


15

Review confirmation of background check submission:

You will be presented with a confirmation screen indicating successful submission of your background check information.

You will be taken back to your member status page **automatically.**



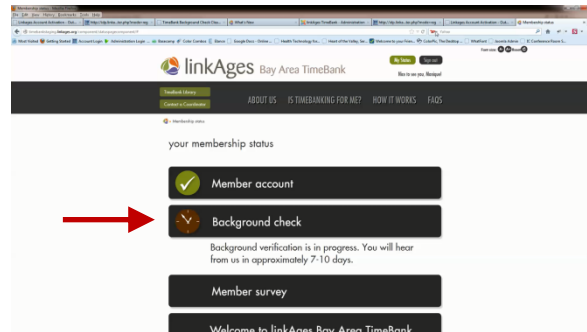
16

View your updated member status:

Your member status page should now show that your background check is **in process**.

Your background check will take a few days to process.

You should expect to receive an email from the linkAges TimeBank soon after your background check has been processed by Corporate Screening. The email will provide you with the status of your background check and further instructions for completing your enrollment the TimeBank.

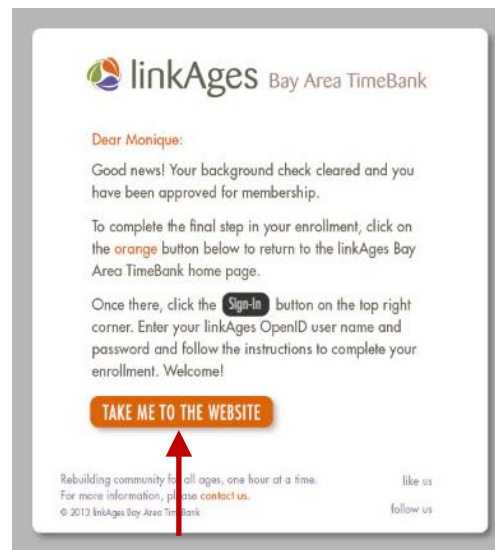


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Look for an email notification reporting status of your background check:

A few days after submitting your background check, look for an email from linkAges Bay Area TimeBank. If you do not see the email in your inbox, check your spam folder.

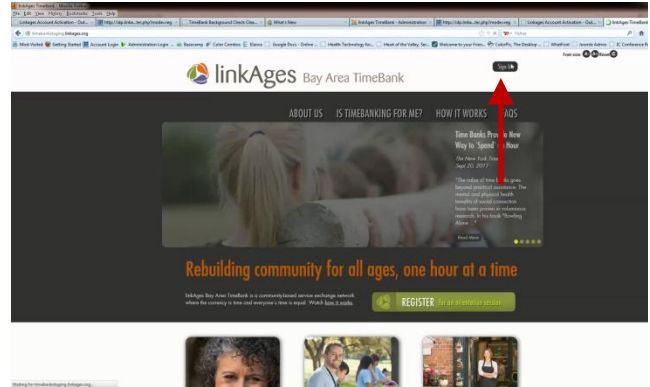
Click on the link in the email to return to the linkAges TimeBank website to complete your enrollment in the TimeBank.



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Sign in on the linkAges TimeBank home page to continue enrolling in the TimeBank:

Click the **Sign-In** button in the upper right hand corner of the Home Page to log into your Member Status page.



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Enter your linkAges OpenID user name and password in the linkAges OpenID sign in box. Note that this is the *same* username and password that you created in Step #5.

Click the **Log in** button.

A screenshot of the linkAges login form. The form is titled 'Login' and contains two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a link for 'Forgot Password'. A 'Log in' button is located at the bottom right of the form, with a red arrow pointing to it.

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Authorize your access to the linkAges TimeBank website:

Click **Confirm**.

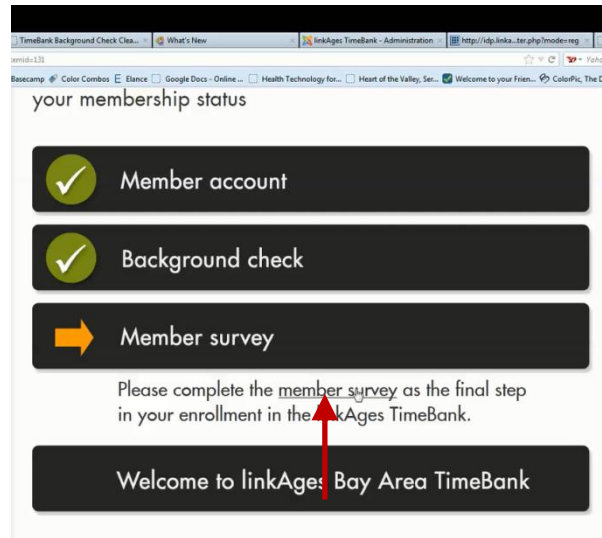
A screenshot of the linkAges authorize access form. The form is titled 'Authorize Access' and contains the text: 'timebank.linkages.org is requesting your information. Do you trust this website and approve to share the information?'. Below this text are two buttons: 'Confirm' and 'Do not confirm'. A red arrow points to the 'Confirm' button.

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View your updated member status:

Your Member Status page now indicates that your background check has cleared. The next step is to complete the member survey.

Click on the link that reads **member survey** to launch the linkAges TimeBank new member survey.



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Complete a brief linkAges TimeBank New Member Survey:

Please take a moment to read the rationale for surveying new TimeBank members in the footnote at the bottom of the page.²

Please provide your name and date of birth in the required fields.

Please provide your responses to the remaining questions. Note that with the exception of your name and date of birth, the remaining questions on the survey are completely optional. However, we would really, really, really appreciate it if you took the time to complete the survey to describe

² TimeBanking has a natural appeal for a lot of folks; however, the TimeBanking movement has a long way to go toward understanding the impact of TimeBanking on individuals and communities. Collecting demographic data and other information about members enables us to characterize the make-up of the TimeBank, surface insights about the resources and needs that exist within the TimeBank community, and demonstrate to current and future supporters how human resources, capacities, and needs are being discovered and linked through the TimeBank. The TimeBanking movement thanks you in advance!

your current 'real world' situation.

From time to time, we'll be sharing information about the makeup and characteristics of the linkAges TimeBank with TimeBank members (without any names of course), so we'd really like to have most if not all of our members represented in the results.

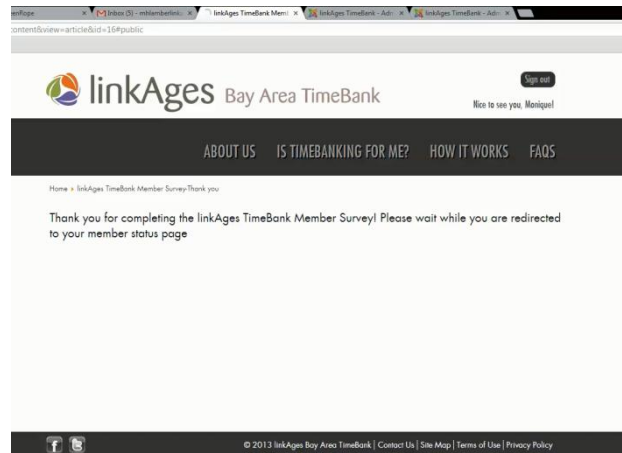
At the end of the form, **click Submit.**

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Confirm submission of your linkAges TimeBank member survey:

You will be presented with a confirmation screen indicating successful submission of your linkAges member survey.

You will be taken back to your member status page **automatically.**



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Welcome to the linkAges Bay Area TimeBank!

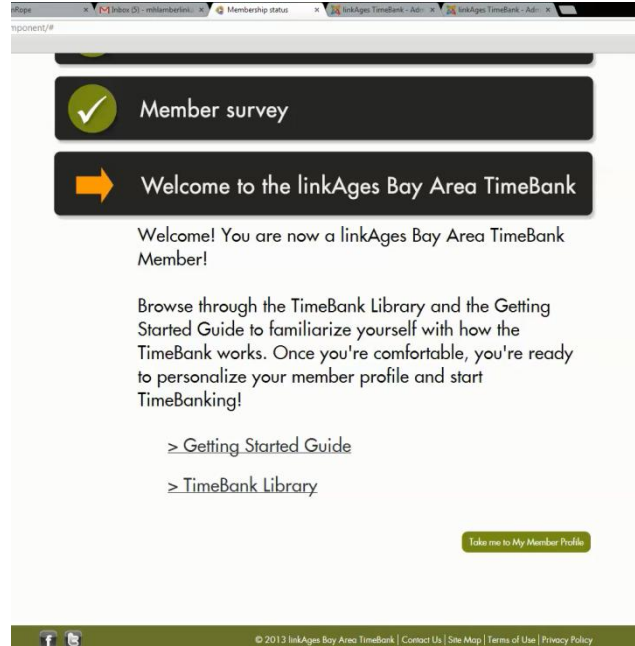
Congratulations! You're in!!

Take a moment to check out the **Getting Started Guide** and the **TimeBank Library** for step-by-step instructions on how to get started on your TimeBank profile and listing your service offers and requests.



You will be able to access the Getting Started Guide and other materials in the TimeBank Library in the member-only site (which you now have access to).

To access the member-only site (which we refer to as the linkAges TimeBank Community website), click the green button that reads **Take me to My Member Profile** located in the lower right-hand corner of the page. You will be taken directly to your Member Account page where you can view and personalize your member profile and start TimeBanking!



Welcome to the linkAges Bay Area TimeBank!