

SVdP Evansville Resources Member Access Page Info/How to

How do I access the SVdP Resources Member Page?

- Go to the Evansville District Council's website – <https://svdpevansville.org/>
- In the blue bar across the top, click on “Resources”
- Feel free to bookmark this page on your web browser for future access.
- In the right column at the bottom is a section titled “MEMBER ACCESS”
- Username is **vincentian**. Password is **SVdPevv**. Do not share this information.
- The page will refresh. Go back down the right column to the section titled MEMBER ACCESS

How do I sign up for the CenterPoint Extranet Portal?

- Under MEMBER ACCESS, find CenterPoint Energy heading and below that, “CENTERPOINT EXTRANET PORTAL LOGIN”
- Under this link, see pdf: “Agency Extranet Info.” Please read carefully.
- Next, directly below, click on “Login Request Form.” A webpage form will open. For Agency Name, use SVdP, then your conference (ex. SVdP—St. Boniface). Use your own address and email address. You may list Joe Cook, our Executive Director, as your supervisor, and his email is jcook@svdpevansville.org
- Complete all required fields and type your name and date at the bottom.
- Click “Submit”
- You should get an email response with instructions to access the portal within 2-3 business days.
- You can return to MEMBER ACCESS page to log into the CenterPoint Extranet Portal after you've registered as a user.

How do I sign up for CharityTracker?

- Under MEMBER ACCESS, find CharityTracker heading and below that, “NEW CHARITY TRACKER USER REGISTRATION”
- Click on this link to access Agent Agreement for new users
- Page 1-- after reading the Agent Agreement, type name
- Page 2-- Agent Background Check. All responses required
- Page 3-- Agent Information for Log-In. For Name of Organization, use SVdP. In next field, provide conference name (ex. All Saints)
- Complete fields as required.
- Please select an Agent Type - choose "Agent"
- Click “Submit”
- You should get an email response with instructions to access Charity Tracker with your email address and password within 1-2 business days
- You can return to MEMBER ACCESS page to log into CharityTracker after you've registered as an agent.

How do I submit a pledge to Evansville Water and Sewer Utility?

- Under MEMBER ACCESS, find heading, “Evansville Water and Sewer Utility” and directly below, “EWSU ONLINE PLEDGE FORM”
- Click on this link to access the EWSU webpage form. Disregard the “Request ID” field near the top and proceed to Pledge form below.
- For “Name of Company Providing Pledge” use SVdP, and the name of your conference (ex. SVdP – Annunciation)
- For “Representative Email” use your email address
- Complete rest of form using the customer (person requesting assistance) info (name, account #, address) and amount of pledge
- Print your name as signature at bottom, then click “Submit”
- You should receive a notification and an email confirming your pledge.

How do I submit an online voucher?

- Under MEMBER ACCESS, scroll down to “Online Vouchers”
- Click on the link labeled “Voucher Submission”
- The voucher webpage will open. Across the top are four tabs labeled “Clothing Voucher,” “Bed Voucher,” “Furniture Voucher,” and “Anderson’s Appliances Voucher.”
- Click on the corresponding tab for the voucher you’re submitting.
- Fill in the information on the voucher. Each line instructs you as to what to fill in.
- In the “Additional Notes” section, type anything that would provide helpful information to the Thrift Store or Anderson’s Appliances regarding the customer or request.
- Click the green “Submit” button.
- You should receive a notification that your voucher has been submitted.