

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.
- Complete all required fields and check box to agree to the privacy policy.
- Click "Submit"
- You should receive a notification and an email confirming your submission.
- You should get another 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.