

FLORIDA DONATIONS PORTAL Quick Recipient Guide

**You have your login information. You're ready to start receiving donations.
NOW WHAT?**

1. Accept or Decline an Offer



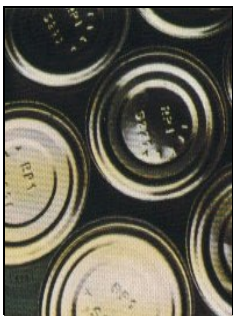
Keep your inbox clean! When you are notified of a donation, log in and either **Accept** or **Decline** the offer in your Donation Inbox. If you Accept, **call the donor** and arrange delivery.

2. Receive an Offer



Once you have called the donor and arranged delivery, and have physically received the donation, log back into the network. **Receive** the offer by going to your Accepted Donations and updating the donation you received.

3. Enter a Product Need



Let donors know exactly what your organization needs, by entering a **Product Need**. Go to Enter a New Need under Needs on the Toolbar. When an organization donates to fulfill that need, you will be notified via email.

Hint: Donors are more likely to give if they know how the goods will be used. Enter as much information about your need as possible.

4. Enter a Transportation Need



Request transportation by clicking on the truck icon in the donation's line item. If you need transportation for an item donated off the site, go to Needs and Enter a Transportation Need.

Hint: The more complete your transportation request is, the more likely that a transportation provider will respond. Give as much detail as possible.

Please print this page and keep it near your computer so that you are always ready to use the Florida Donations Portal.

User name: _____

Password: _____

URL*: _____

*You can access the Florida Donations Portal by going to www.volunteerfloridadisaster.org