



## Volunteer Instruction Sheet for Online Application

Welcome to the Amigos de las Américas online application. You will use it to enter information corresponding to the pages found on the paper application:

- 1) Volunteer Data Sheet
- 2) Personal History Form
- 3) Passport Photos
- 4) Volunteer Assignment Preference Form (available on a date to be announced)

All other documents must be submitted to the Houston Chapter in hard copy.

### To Begin Your Online Application:

- 1) Go to the following page:  
[https://avis.amigoslink.org:8082/cgi-bin/aviscgi.exe\\$web?obj=app&cmnd=new&chpt=IAH](https://avis.amigoslink.org:8082/cgi-bin/aviscgi.exe$web?obj=app&cmnd=new&chpt=IAH)
- 2) Begin filling out the information on the first page.
- 3) You must fill out all information written in red before you can proceed to the next page, as these are considered “required fields.” All information requested, however, is important for maintaining your volunteer record with AMIGOS.  
**Note: Your password must contain a combination of letters and numbers. If you are an AMIGOS veteran, please use the e-mail address submitted in your previous application. If you do not remember, please contact the International Office at [info@amigoslink.org](mailto:info@amigoslink.org).**
- 4) Click “Save and Continue” to move on to the next page
- 5) At any time, you may exit the application and return at a later time

### To Re-Access Your Application:

- 1) Go to the following page:  
[https://avis.amigoslink.org:8082/cgi-bin/aviscgi.exe\\$web?obj=app&cmnd=find](https://avis.amigoslink.org:8082/cgi-bin/aviscgi.exe$web?obj=app&cmnd=find)
- 2) Re-enter the username and password you established from the first page
- 3) You will be able to return to where you left off and continue
- 4) Please make sure that all boxes, regardless if they are red or not, are filled in correctly.

### Special Notes about Certain Sections

- 1) Essay Questions – When you begin to complete the essay question portion of the application, please enter your responses directly into the marked fields. **Do not cut and paste from Microsoft Word or any other word processing system, as the information will not be transmitted correctly.**
- 2) Passport-size photos – These photos can also be generated from a digital camera, rather than getting hard copies from a passport photo agent. **The photos must be square (2” x 2”) and must be a serious pose.**

**\*Note about any uploaded photos/passport images: All photos must be saved in “jpeg” format and must be under 1MB in size.**

### Automatic E-mails

After starting an application, you will begin receiving automatically generated e-mails with summaries of your progress. They appear on a frequency determined by your chapter. The content is automatically generated from an e-mail address, and does not reflect wording from an actual person.

Thank you for using the Amigos de las Américas Online Application and good luck!!