



## Chapter Forms & Online Instructions

### Start a Recommendation, Nomination or Individual Case History

#### P.E.O. Members

The online chapter forms are easy to complete and they serve the important function of introducing your applicant to the trustees. These forms are managed through a third party vendor called CommunityForce. This site requires separate login credentials.

For privacy reasons our recommendations, nominations and individual case history forms are not public. To start you must first login to peointernational.org as a member. Once logged in, hover over **Educational Support** and then select the applicable project or Foundation.

#### Begin Chapter Process

1. Once you have been directed to the Community Force site you will see a screen similar to the one below for your project. Click the **APPLY HERE** button to begin the process.

Fund Details



ELF Rec 24-25

**Brief Description:**

**Note:** P.E.O. recommends that you use Google Chrome or Mozilla Firefox to successfully complete an ELF recommendation. Microsoft Edge and Safari are not guaranteed to be compatible with our application system. If using a mobile device DO NOT use the Safari mobile app as it will not work. Please download another browser application from your mobile device store. To guarantee receipt of communications regarding your recommendation please add [peoapplications@peodsm.org](mailto:peoapplications@peodsm.org) to your email contact lists.

For assistance on completing an online ELF Recommendation, please refer to the "Instructions for the Online Recommendation Form" located on the P.E.O. International website or by [Clicking Here](#).

Begin Accepting Applications  
Date:  
4/22/2024

Deadline Date (Eastern Time Zone):  
6/30/2025 11:59 PM

**APPLY HERE**

2. If you have completed a previous form for this project recently, you may see and click on the **Start a New Application** button instead.

**Brief Description:**

**Note:** P.E.O. recommends that you use Google Chrome or Mozilla Firefox to successfully complete an ELF recommendation. Microsoft Edge and Safari are not guaranteed to be compatible with our application system. If using a mobile device DO NOT use the Safari mobile app as it will not work. Please download another browser application from your mobile device store. To guarantee receipt of communications regarding your recommendation please add [peoapplications@peodsm.org](mailto:peoapplications@peodsm.org) to your email contact lists.

For assistance on completing an online ELF Recommendation, please refer to the "Instructions for the Online Recommendation Form" located on the P.E.O. International website or by [Clicking Here](#).

**Continue with Application**

**Start a New Application**

3. If the project you are submitting an applicant for has pre-qualifying questions, answer them accurately and click the **Submit** button. If the applicant does not qualify for the funding it will not allow you to proceed.

## Pre-Qualification Questions

Is the school where the loan will be used accredited?

Yes  No

Submit

Cancel

## Login



If you have a login for this project or **ANY** other project, enter your information and click the **Login** button.

If you have forgotten the password to your account, please click on the **Forgot Password** button and follow the online prompts.

If this is your first time logging into this system, please click on the **Create New Account** button and follow the **First Time Users** instructions below.

## Returning Users

1. The login screen appears as shown below. You must **Login** to complete a recommendation, nomination or individual case history.

Welcome to the P.E.O. Scholarships, Grants and Loans Online System

P.E.O. Member

For privacy reasons, we require you to login to start your application.

**Returning Users**

Enter your Email and Password to login to the system. (This is your email address)

**First Time User**

To start an application, you must first create an account. Click on "Create New Account" to create your account.

**Forgot Password**

Click on "Forgot Password" to reset your password.

The International P.E.O. has been in existence for over 100 years ago to assist members in need. If you have an account or are ready to create one, please login to the system.

Automatic messages are sent out through this system using the email address entered during the login process. Therefore, please do not use the email address from a member who has submitted applications, recommendations/nominations or individual case histories in prior years. Please create an account with your own email address so you will receive these important messages.

## Forgot Password

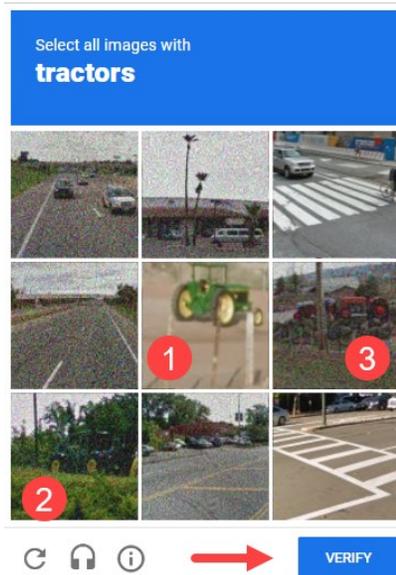
1. From the CommunityForce Login screen click **Forgot Password**.

The image shows the CommunityForce login interface. On the left, there is a 'Login' form with fields for 'Email' and 'Password', and buttons for 'Login' and 'Cancel'. A callout box labeled 'Returning Users' points to the 'Login' button. Below the login form is a 'Create New Account' button with a callout box labeled 'First Time Users'. A 'Forgot Password?' link is highlighted with a red box and labeled 'Forgot Password'. A red arrow points from this link to a modal window titled 'Forgot Password'. The modal contains a 'Login' form with 'Email' and 'Password' fields, and buttons for 'Login', 'Cancel', and 'Create Now Account'. A red box highlights the 'Forgot Password?' link in the modal, with a red arrow pointing to it from the left. The background text includes 'Welcome to the P.E.O. Scholarships, Grants and Loans Online System' and 'P.E.O. Member'.

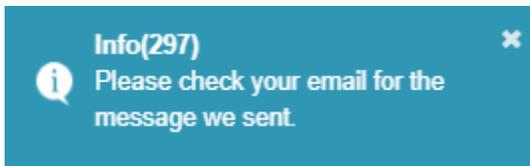
2. Enter your email address.

The image shows the 'Forgot Password' modal form. At the top, it says 'Forgot Password' with a close button (X). Below that, it says 'Please enter your Email address. You will receive an email with a link to reset a new password.' There is a text input field for 'Email address:' which is highlighted with a red box. Below the input field is a reCAPTCHA widget with a checkbox labeled 'I'm not a robot' and a red arrow pointing to it. At the bottom, there are 'Submit' and 'Cancel' buttons, with a red arrow pointing to the 'Submit' button.

3. Select **I'm not a robot**.
  - a. If a screen appears requesting you click the images, follow the instructions and click **Verify**



4. Click **Submit**.
5. You will receive a message to check your email.



6. In the email **click here**



7. You will be directed to a Create New Password page.

- a. Input information into **New Password**
- b. Input information into **Confirm Password**
- c. Click the **Submit** button



- d. You will get a message asking you to confirm the password change.
- e. Click the **Yes** button

System Message (235)

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Are you sure you want to change the password?

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8. You will be directed to the **Login** page.

### First Time Users

1. From the CommunityForce Login screen click **Create New Account**.

2. You will be directed to the Registration screen.

\* First Name :

\* Last Name :

\* Date of Birth :  Month  Day  Year (Month/Day/Year)

Cell Phone :  United States (  )

\* Login ID (Email Format) :   
Kindly input a valid email address.

\* Password :

\* Confirm Password :

Image Verification :  I'm not a robot 

a. Red asterisks indicate required fields

b. Ensure the Password and Confirm Password match

c. Select **I'm not a robot**

\* First Name :

\* Last Name :

\* Date of Birth : 06 / / 197 (Month/Day/Year)

Cell Phone : United States ( / )

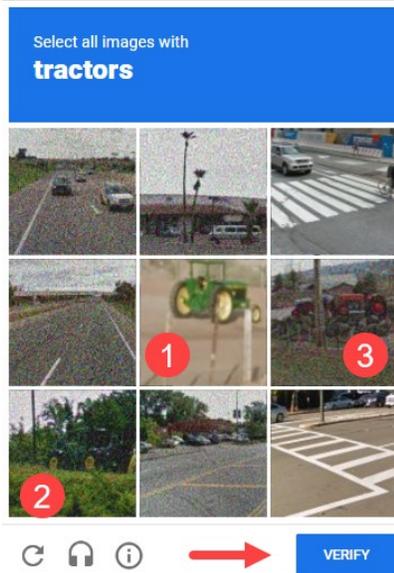
\* Login ID (Email Format) :   
Kindly input a valid email address.

\* Password :

\* Confirm Password :

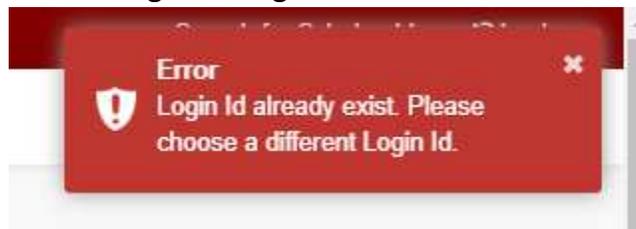
Image Verification :  I'm not a robot

d. If a screen appears requesting you click the images, follow the instructions and click **Verify**



e. Click **Submit**

i. If you receive an error message that the Login id already exists, cancel and use **Login** or **Forgot Password**



## f. You will be prompted for an Email Verification Code

### Registration

Once you create a user account and begin a recommendation/nomination, application or individual case history, you may save your work and return later to finish. All recommendations/nominations, applications or individual case histories must be submitted by the deadline dates. You will not be able to submit after the deadline has passed. It is important you review each section making sure no information is missing.

If you have questions on this account registration screen, please send an email to [helpdesk@peodsm.org](mailto:helpdesk@peodsm.org) or call them at 515-255-3153.

**Please do not provide an email address with a .edu extension. Use a personal email address instead of a school email address. The firewalls of educational institutions may block important messages from the P.E.O. system, which could cause severe delays in the recommendation/nomination and application processes.**

**You are creating an account for yourself. Use your own name, date of birth and email address. Do not enter any information for your applicant.**

\* Email Verification Code :

Please check your email for a verification code.

## i. Login to your email account

## ii. Locate the email from [peoapplications@peodsm.org](mailto:peoapplications@peodsm.org)



## iii. Input the verification code at the CommunityForce Registration screen

## iv. Click **Submit**

**Registration**

Once you create a user account and begin a recommendation/nomination, application or individual case history, you may save your work and return later to finish. All recommendations/nominations, applications or individual case histories must be submitted by the deadline dates. You will not be able to submit after the deadline has passed. It is important you review each section making sure no information is missing.

If you have questions on this account registration screen, please send an email to [helpdesk@peodsm.org](mailto:helpdesk@peodsm.org) or call them at 515-255-3153.

**Please do not provide an email address with a .edu extension. Use a personal email address instead of a school email address. The firewalls of educational institutions may block important messages from the P.E.O. system, which could cause severe delays in the recommendation/nomination and application processes.**

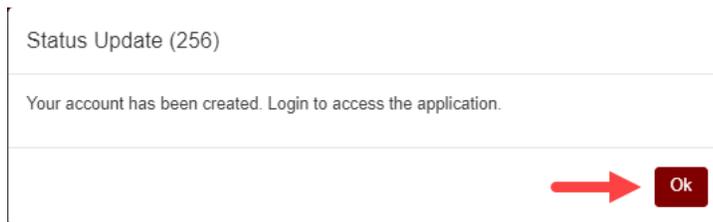
**You are creating an account for yourself. Use your own name, date of birth and email address. Do not enter any information for your applicant.**

\* Email Verification Code :

Please check your email for a verification code.



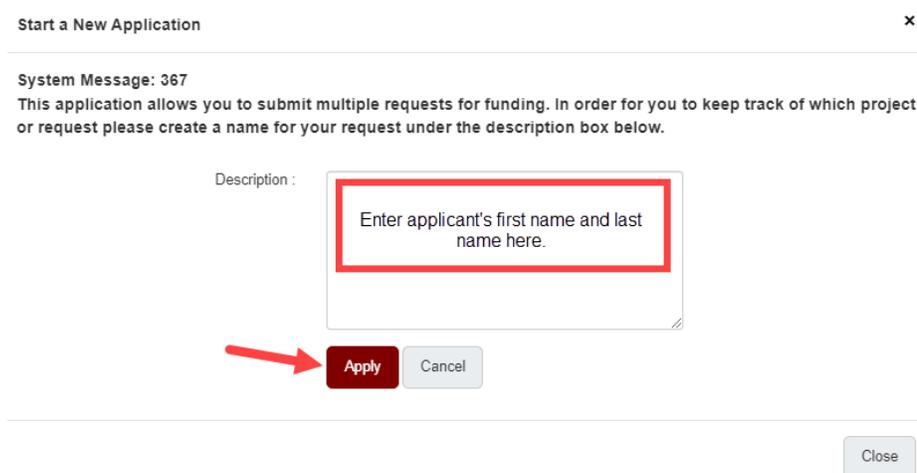
## g. Click **Ok**



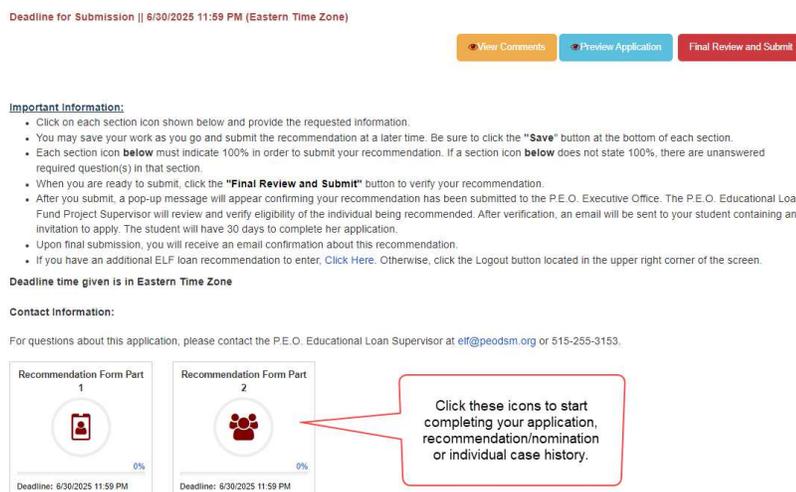
h. Follow the **Login** process outlined above

## Submit a Recommendation, Nomination or Individual Case History

1. After you have logged in, a Description box will appear. Enter the name of the Applicant (First name and Last name only, i.e. Jane Doe) and click the **Apply** button.

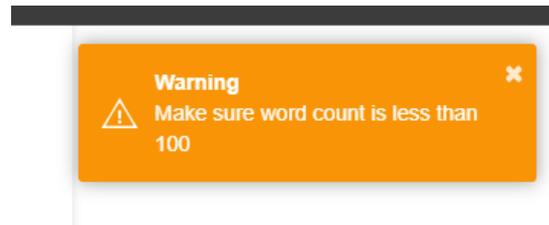


2. The CommunityForce dashboard will appear. Click the box icons on the dashboard to begin your form as shown in the following screenshot.

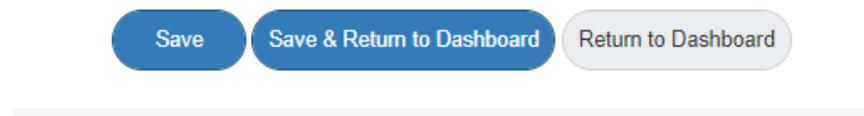


3. Complete the form fields that appear on the screen.
  - Required fields will have a red asterisk (\*) located to the left of the field title. Information entered will automatically save every 30 minutes.
  - Details for sections of the form are provided below to clarify the information that should be entered in each field.
  - Complete each portion of the form in its entirety.
  - You will receive an error message if portions of the form are incorrect.

Example:



- Use the following buttons as needed:
  - **Save** button to save information at any time.
  - **Save & Return to Dashboard** button to save and return to home page at any time.
  - **Return to Dashboard** button may cause some information entered on page not to be saved.



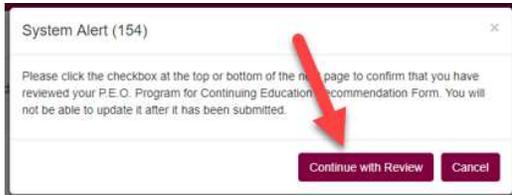
4. After completing the required information, click on the **Save & Return to Dashboard** button.
5. When the form is completed, it will show 100% for each section of the form.



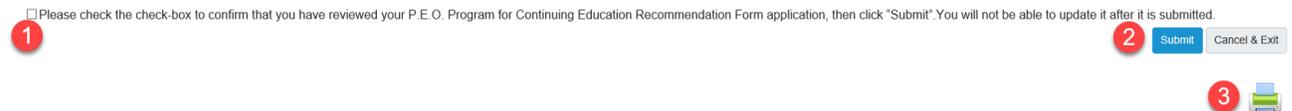
- Review your entries PRIOR to submitting the form using the **Final Review and Submit** button.



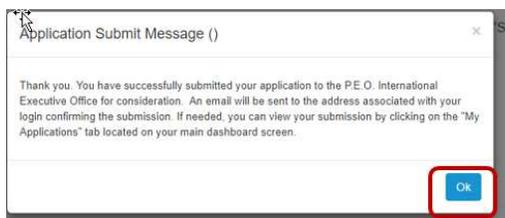
- In the window that pops up, click the **Continue with Review** button.



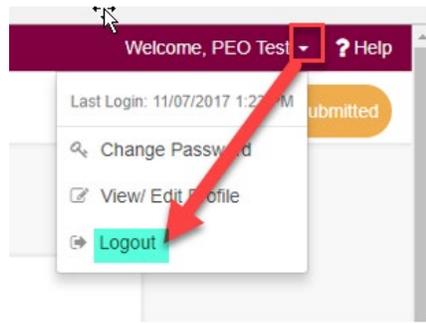
- Verify that everything is correct.
- When you are ready to submit, check the box at the bottom of the screen to confirm you reviewed the document and click the **Submit** button.
- If you find a mistake, click the **Cancel & Exit** button to return to the previous screen. You can then go back into the form to correct any information.
- Click the **Printer** icon if you wish to print a hard copy of the recommendation.



- The following screen will appear. Click the **Ok** button.



- When completed, please click the **Logout** link under your name at the top of the screen.



14. You should receive a system-generated email within 15 minutes or less if your form has been received.

If not, call the P.E.O. Executive Office during regular business hours and ask to speak to the project supervisor before submitting another form.

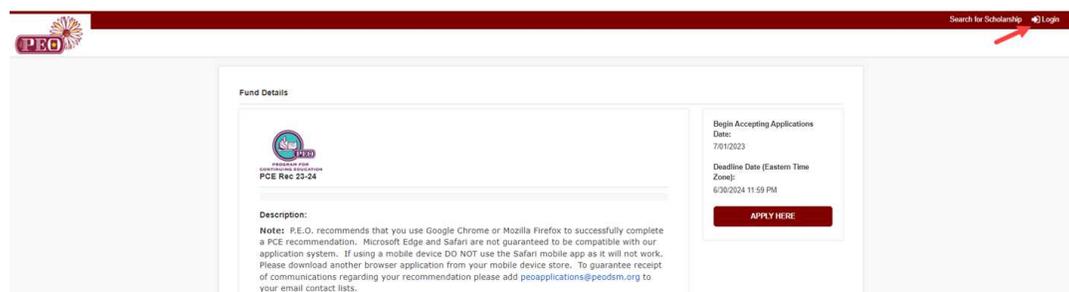
15. Contact the applicant to let her know the chapter has submitted the recommendation, nomination or individual case history. Advise her to expect emails from [peoapplications@peodsm.org](mailto:peoapplications@peodsm.org) once the applicant’s information has been reviewed.

**NOTE: The chapter contact will also receive an email when the applicant email has been sent. The email will include the deadline for completing the forms.**

## Return to a Recommendation, Nomination or Individual Case History

1. It is recommended to navigate to CommunityForce from [peointernational.org](http://peointernational.org) and login as a member. Once logged in, hover over **Educational Support** and then select the applicable project or Foundation.

Once you have been directed to the Community Force site you will see a screen similar to the one below for your project. Click the **Login** button in the top right corner to begin the process.



2. If you have completed a previous form for this project recently, you may see and click on the **Continue with Application** button.

**Brief Description:**

**Note:** P.E.O. recommends that you use Google Chrome or Mozilla Firefox to successfully complete an ELF recommendation. Microsoft Edge and Safari are not guaranteed to be compatible with our application system. If using a mobile device DO NOT use the Safari mobile app as it will not work. Please download another browser application from your mobile device store. To guarantee receipt of communications regarding your recommendation please add [peoapplications@pedsm.org](mailto:peoapplications@pedsm.org) to your email contact lists.

For assistance on completing an online ELF Recommendation, please refer to the "Instructions for the Online Recommendation Form" located on the P.E.O. International website or by [Clicking Here](#).

Continue with Application  
Start a New Application

3. Follow the Login process above.
4. Once logged in you will see the **My Applications** tab located on your main screen.
5. This shows you the status of the recommendation, nomination or individual case history. The date submitted if applicable. You can also download a PDF of the submitted forms or print a copy of it.

Active ▾

Search My Applications

Below is a list of your application(s) and their current status.

Choose Action ▾

Select	Scholarship	Program Name	Date Submitted	Deadline	Status	PDF
<input type="radio"/>	<a href="#">ELF Rec 24-25</a>		-	6/30/2025	Pending Submission	
<input type="radio"/>	<a href="#">ELF Rec 24-25</a>	Beverly	4/29/2024	6/30/2025	Submitted	
<input type="radio"/>	<a href="#">ELF Rec 24-25</a>	May	5/08/2024	6/30/2025	Submitted	
<input type="radio"/>	<a href="#">PCE Rec 24-25</a>		-	6/30/2025	Pending Submission	
<input type="radio"/>	<a href="#">PCE Rec 24-25</a>		-	6/30/2025	Pending Submission	
<input type="radio"/>	<a href="#">PCE Rec 24-25</a>		-	6/30/2025	Pending Submission	
<input type="radio"/>	<a href="#">PCE Rec 24-25</a>	Deanna	4/26/2024	6/30/2025	Submitted	

6. To access a specific recommendation, nomination or individual case history, first locate the applicant in the list. Then click the Blue form name under **Scholarship**.

Active ▾

Search My Applications

Below is a list of your application(s) and their current status.

Choose Action ▾

Select	Scholarship	Program Name	Date Submitted	Deadline	Status	PDF
<input type="radio"/>	<a href="#">ELF Rec 24-25</a>		-	6/30/2025	Pending Submission	

### Additional information to share with the applicant

- Monitor email spam folders in case filters prevent email from being delivered directly to your inbox.
- Each applicant will have a deadline based on when the invitation to apply was sent.

- Once submitted, continue to monitor email frequently as the project supervisor may need to follow up with additional questions to ensure accurate information is provided to the trustees who make the award determination.

**Congratulations** on sponsoring an applicant! Remember to **stay in touch** with her during and after the remainder of this process. The relationship you develop with the applicant will be enriching and provide the valuable support most applicants need to finish their education