



Chapter Forms & Online Instructions

Start a Recommendation, Nomination or Individual Case History

P.E.O. Members

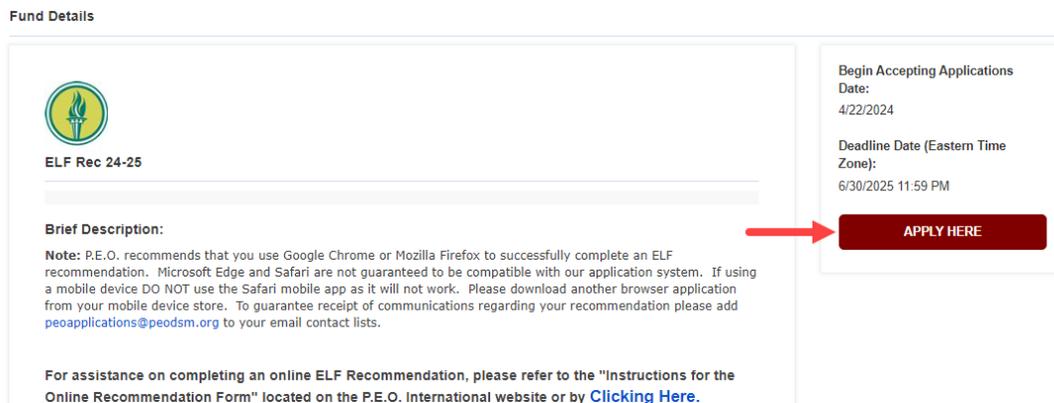
The online chapter forms are easy to complete and they serve the important function of introducing your applicant to the trustees. These forms are managed through a third party vendor called CommunityForce. This site requires separate login credentials.

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, this will direct you to the P.E.O. Hub. Review the left-hand menu and expand the **Projects/Foundation** section. Then select the correct Project or the 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.



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@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. 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



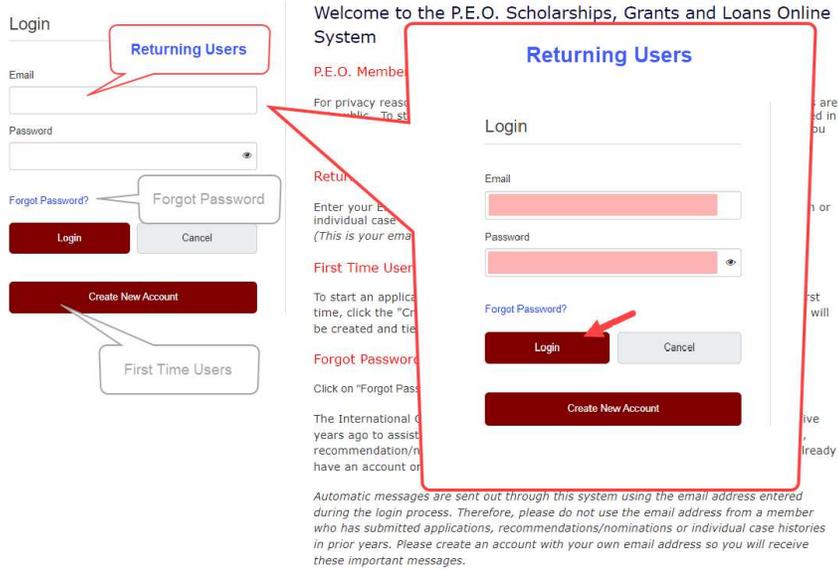
If you have a login for this project or **ANY** other project, enter your information and click the **Login** button.

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.

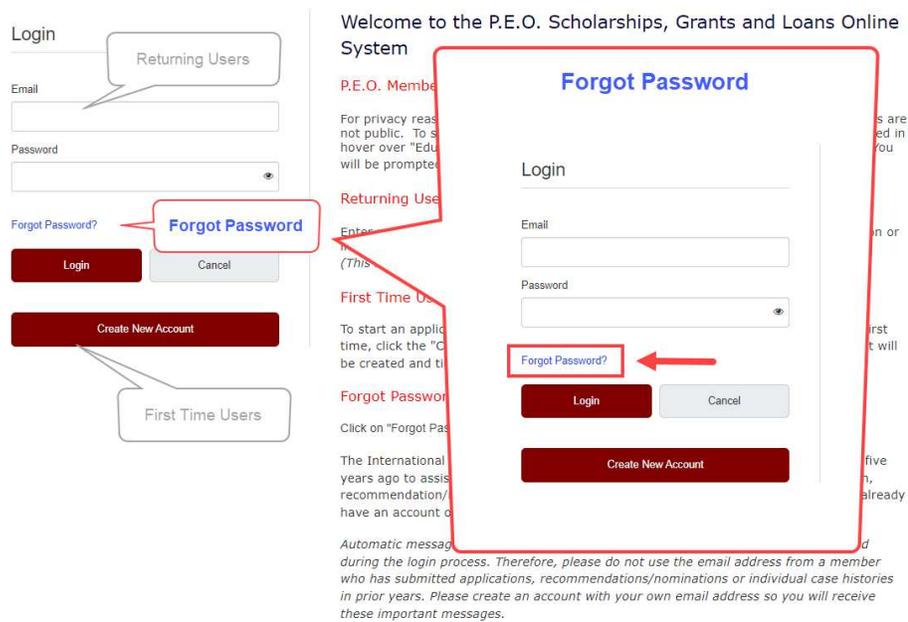
Returning Users

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



Forgot Password

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



2. Enter your email address.

Forgot Password



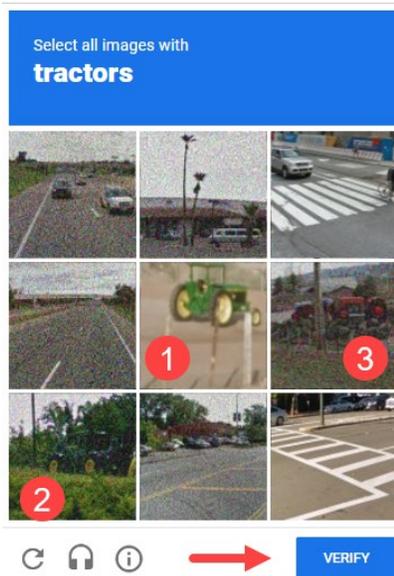
Please enter your Email address. You will receive an email with a link to reset a new password.

Email address:

 I'm not a robot 
reCAPTCHA
Privacy - Terms

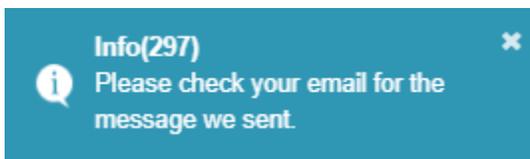
3. Select **I'm not a robot**.

- 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

The screenshot shows a web form titled 'Create new Password'. It has two input fields: '* New Password' and '* Confirm Password'. Below the fields are two buttons: 'Submit' (in red) and 'Cancel' (in grey). A red arrow points to the 'Submit' button.

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

The screenshot shows a system message dialog box. The title is 'System Message (235)'. The message text is 'Are you sure you want to change the password?'. At the bottom right, there are two buttons: 'Yes' (in red) and 'No' (in red).

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

First Time Users

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

The screenshot shows the login interface for the P.E.O. Scholarships, Grants and Loans Online System. On the left, there is a 'Login' section with fields for 'Email' and 'Password', and buttons for 'Login', 'Forgot Password?', and 'Create New Account'. A red box highlights the 'Create New Account' button, with a callout bubble labeled 'First Time Users' pointing to it. Another callout bubble labeled 'Returning Users' points to the 'Login' button. A third callout bubble labeled 'Forgot Password' points to the 'Forgot Password?' link. On the right, there is a 'First Time Users' section with fields for 'Email' and 'Password', and buttons for 'Login', 'Forgot Password?', and 'Create New Account'. A red box highlights the 'Create New Account' button, with a red arrow pointing to it. The background text includes a welcome message and instructions for returning and first-time users.

2. You will be directed to the Registration screen.

The screenshot shows the registration form with the following fields and options:

- * 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 

At the bottom, there are 'Submit' and 'Cancel' buttons.

- 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 ()

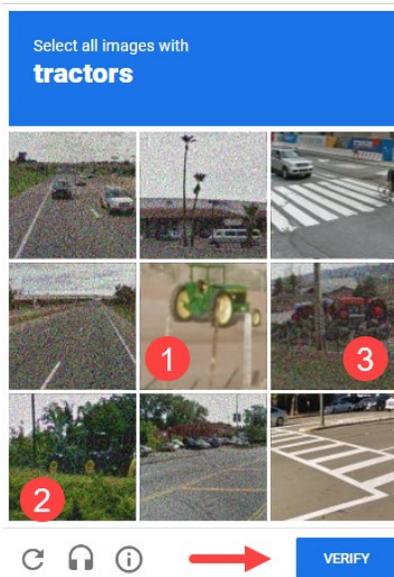
* Login ID (Email Format) :
Kindly input a valid email address.

* Password :

* Confirm Password :

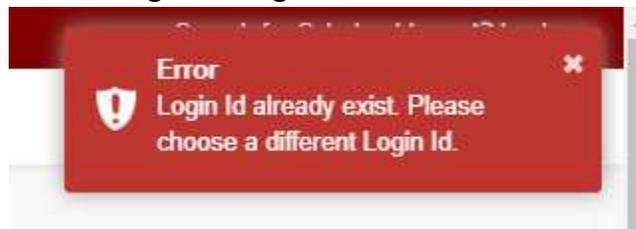
Image Verification : I'm not a robot 

- 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 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



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.

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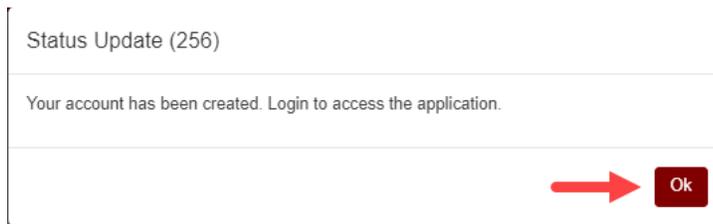
You are creating an account for yourself. Use your own name, date of birth and email address. Do not enter any information for your applicant.

* Email Verification Code :

Please check your email for a verification code.



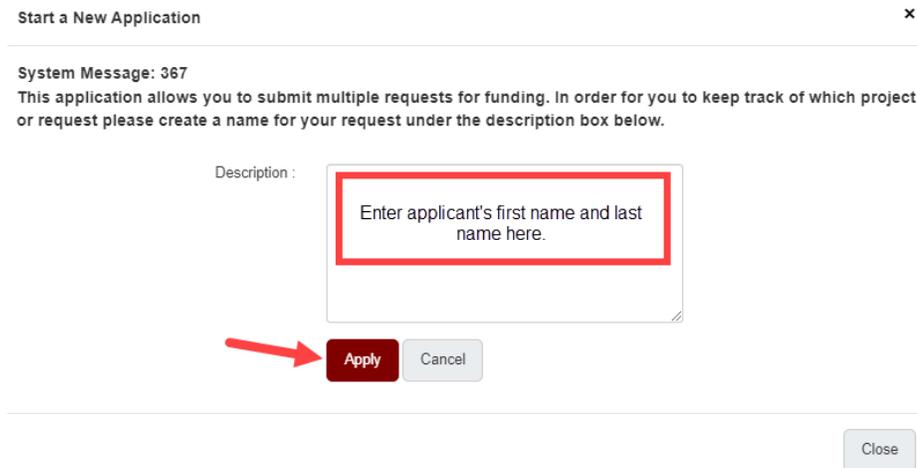
g. Click **Ok**



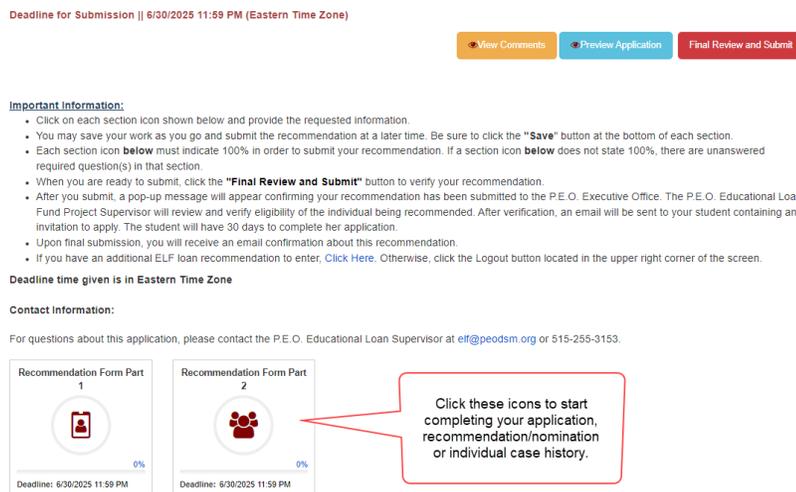
h. Follow the **Login** process outlined above

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.



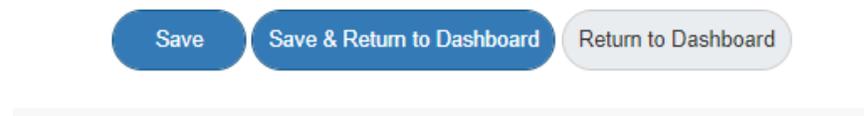
3. Complete the form fields that appear on the screen.

- 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.

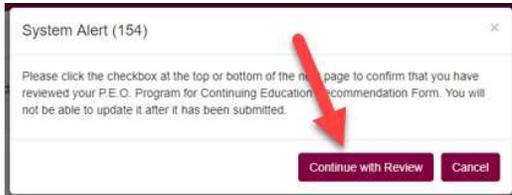
5. When the form is completed, it will show 100% for each section of the form.



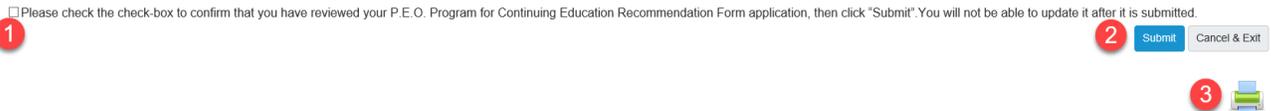
- Review your entries PRIOR to submitting the form using the **Final Review and Submit** button.



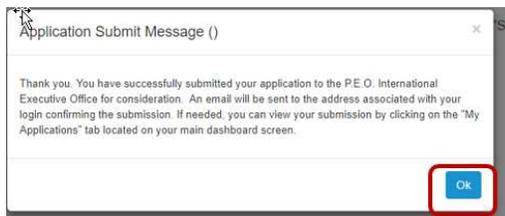
- In the window that pops up, click the **Continue with Review** button.



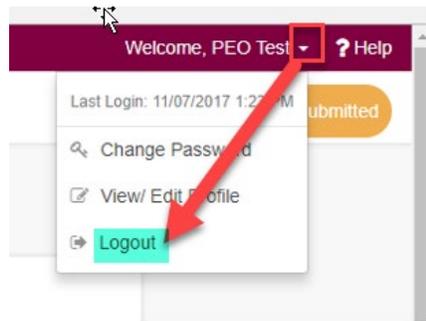
- Verify that everything is correct.
- When you are ready to submit, check the box at the bottom of the screen to confirm you reviewed the document and click the **Submit** button.
- If you find a mistake, click the **Cancel & Exit** button to return to the previous screen. You can then go back into 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.

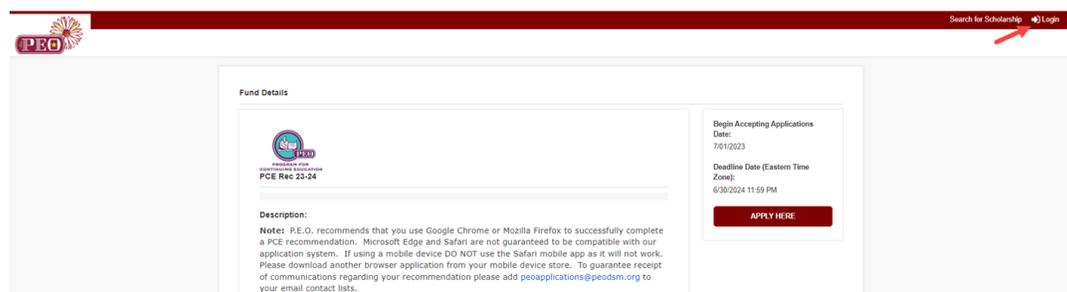
15. Contact the applicant to let her know the chapter has submitted the recommendation, nomination or individual case history. Advise her to expect emails from peoapplications@peodsm.org once the applicant's information has been reviewed.

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 and login as a member. Once logged in, expand **Projects/Foundation** 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 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"/>	ELF Rec 24-25		-	6/30/2025	Pending Submission	
<input type="radio"/>	ELF Rec 24-25	Beverly	4/29/2024	6/30/2025	Submitted	
<input type="radio"/>	ELF Rec 24-25	May	5/08/2024	6/30/2025	Submitted	
<input type="radio"/>	PCE Rec 24-25		-	6/30/2025	Pending Submission	
<input type="radio"/>	PCE Rec 24-25		-	6/30/2025	Pending Submission	
<input type="radio"/>	PCE Rec 24-25		-	6/30/2025	Pending Submission	
<input type="radio"/>	PCE Rec 24-25	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"/>	ELF Rec 24-25		-	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