RAÚL TORREZ
DEMOCRAT FOR ATTORNEY GENERAL

Instructions & Information for using the Virtual Phone Bank

THANK YOU for helping Raúl reach voters by phone!

THE DETAILS (please review!):

★ Attached is a Guide to accessing and using the Virtual Phone Bank (VPB). Using the VPB allows you to make calls from virtually anywhere using your computer and phone. The VPB utilizes a built-in script and voter contact details which will log the data as you complete each call. All the information you need for making a call is on screen.

★ The voters we are contacting are all DEMOCRATS who consistently vote in Primary Elections. These are crucial votes!

★ The ideal time for making calls is between 4 and 8 pm during the week but you can make calls anytime between the hours of 9 am and 8 pm MDT every day of the week. You are encouraged to use the VPB from home but if you prefer to make calls from Campaign Headquarters, please schedule a time with Eric.
   ○ Eric Castillo: (505) 948-9910 or ecastillo205@gmail.com
   ○ Headquarters Address: 924 Park Ave SW Suite B, Albuquerque, NM 87102

Quick Instructions for VPB Access:
● Go to: www.openvpb.com
● Log in using your ActionID
   ○ If you do not have one, use the "Creating an Action ID" instructions in the attached Guide
● Once logged in, enter the Virtual Phone Bank Code:
   ○ B75215D-792014

IF YOU HAVE QUESTIONS:
If you have questions that aren't covered on this sheet or issues that arise while using the VPB, please contact Eric Castillo at 505-948-9910 or ecastillo205@gmail.com

VAN Open Virtual Phone Bank Guide

Thanks for helping out! It is tough work but every phone call is important. There are just a few more quick steps you will have to take before you can get started.

Logging In

After following your link to your Open Virtual Phone Bank you will be asked to log in with your ActionID. No need to worry if you don't have one yet, they are simple to make and you will be calling in minutes.
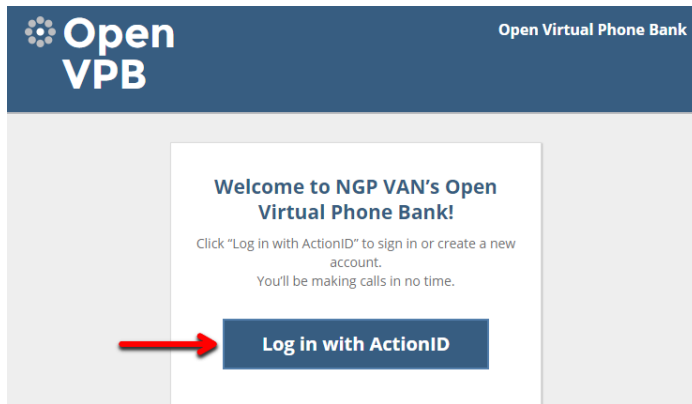
After clicking "Log in with ActionID" Open VPB will prompt you for your ActionID – if you do not already have one click on "Create Action ID" to start the creation process.
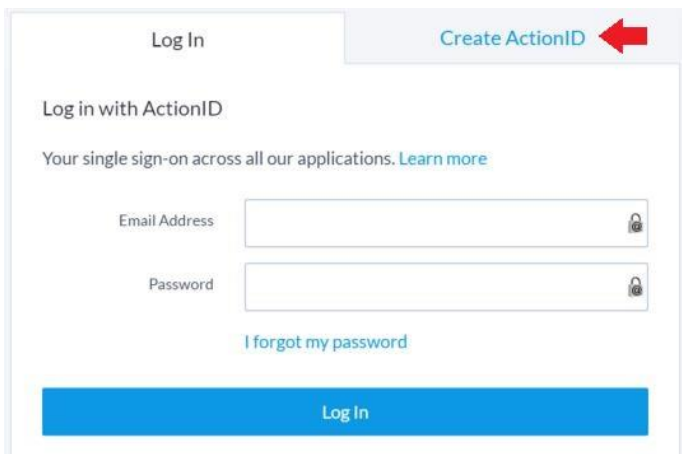
Creating an Action ID

Enter your Email Address, First Name, and Last Name. Create a password that is at least 8 characters long. When finished, click Create.

Check your email to make sure you received a confirmation email.

You will have the option to change your password or edit your profile.

If you aren't redirected back to the virtual phone bank use the original link to get back to the login page and use your newly created Action ID to login

Making Calls

Once you have logged in Open Virtual Bank will offer to guide you through how to navigate the phone-banking page, if you are new to Open Virtual Phone Bank it is highly recommended you take the tour. If you are experienced with the system, you can begin calling!

The top of the page will contain the name and phone number of the voter you will be calling. The left-hand side of the page will contain other helpful information such as age, gender, and polling place when it is close to Election Day.

If you are able to contact a voter, select the most appropriate response from the pull-down menus or check boxes after each question. If you are unable to contact the person (not home, left message, wrong number, didn't want to talk politics) select "No" at the top of the page and select the most appropriate reason you were unable to contact them.

Once you have filled out the pull-down menus and check boxes click the "Save/Next" button to go on to the next voter.