Some on-going volunteer projects are set up to allow you to report your service hours in CERVIS so that you don’t have to complete and submit paper forms. Here are instructions for how to report your hours in CERVIS if you have a profile set up in the system.
Option 1

- Open the email that you received which confirmed your registration in the project.
- Click the “Log Service Project Activity” link.
Option 2

- Visit the WDFW volunteer program web page
- Log-in to your profile in CERVIS
- From the “Volunteer Main Menu” select “Record/Update Service Project Activity”
• From the “Record/Update Service Project Activity” page select the project name and provide the service dates and hours.
• Click “Record Service Project Activity”
• That’s it! You have just reported your service hours and do not have to submit a paper time record form.