Instructions for Submitting Year-end Reports Online:

ATTENTION: Pastor and Administrative Staff!

Submit Year End Reports Online by 8:00 am on Monday, Jan 22, 2018

Step 1: **Go to**: **https://umcdata.net/MissionConnect/Public/MCWebApps/Statistics/#/index.html?conf=MO**
[Data cannot be entered until DEC. 25]

Step 2: **Username**: The permanent church **GCFA#** (also called General Church ID – 6 digits)

Step 3: Password: The **Conference church #** (5 digits, beginning with the number 11)

These numbers are the same "login" numbers used last year. The numbers can be found on the top right-hand corner of the "Apportionment Support Report & Remittance Form." The pastor and local church treasurer receives this report each month from the Conference Office. Contact the District Office at office@sedistrictumc.org or 573-334-8723 if you need help finding these numbers.

NOTE: You are encouraged to **log onto the link above before January** (the website is scheduled to open for data entry on **Dec 25**) to look around the site and to become familiar with the system. You can use the system before January to print out or review the statistical data reported in "prior" years, if needed.

You will not be able to enter data for 2017 until **December 25.** Once the system is available, continue with Step 4 to begin entering data for 2017. Remember, you are reporting for the entire year of 2017.

Step 4: **Confirm** that the information at the top of the HOME page is correct for *your* church. **Choose** to enter Table 1, 2 or 3 data for 2017 by double-clicking on the top row (2017). The formats and entry fields are the same as those on the worksheets which you have been provided by the District Office.

Step 5: **Enter** data in the tables for 2017 in the **blanks**. Note: Data reported in 2016 is provided for comparison.
You must enter "0" if, in your church's situation, there is no data for that line.
Additional guidance/tips for most lines is provided by **"**hovering" the pointer over the descriptive line information
Enter or Tab moves from line to line.
Font size can be adjusted for easier reading and data entry by using the AAA at top right corner.
NOTE: on Table 2 – **orange colored cells** will be filled by the Conference.

Step 6: **SAVE data as you go** and return to the site, as often as needed, to enter all the data for each table. You do not have to complete Table 1 before beginning to work on Table 2 or Table 3.
NOTE: If there are errors on a table, the affected cells will turn RED and a message appears. Errors must be resolved.

Step 7: **Submit the table**. When you have entered all the required data and no errors are detected by the system, **a "Submit" button** will appear for that table. Contact the district office if you've entered all the data for a table and the submit button does not appear. **NOTE:** Once a table is submitted, any further changes will need to be made by District Staff. **Pressing the submit button confirms that your reports are ready for district office verification**.

All Reports must be submitted electronically by 8:00 am on Monday, Jan 22.

Step 8: **Be prepared and available for verification. PRINT** a copy of each table to use during the District Staff verification process. Mark the copy "DRAFT." **Keep all your reports and records easily accessible until the first week of February in case any questions arise that may require correction**. District Staff will contact you by email or phone during the verification process to confirm acceptance of the data as submitted or to offer observations or request additional information. ***Please check your email and voice mails regularly as the window of opportunity for making changes is very limited.*** The District Office will notify you when the verification process is completed.