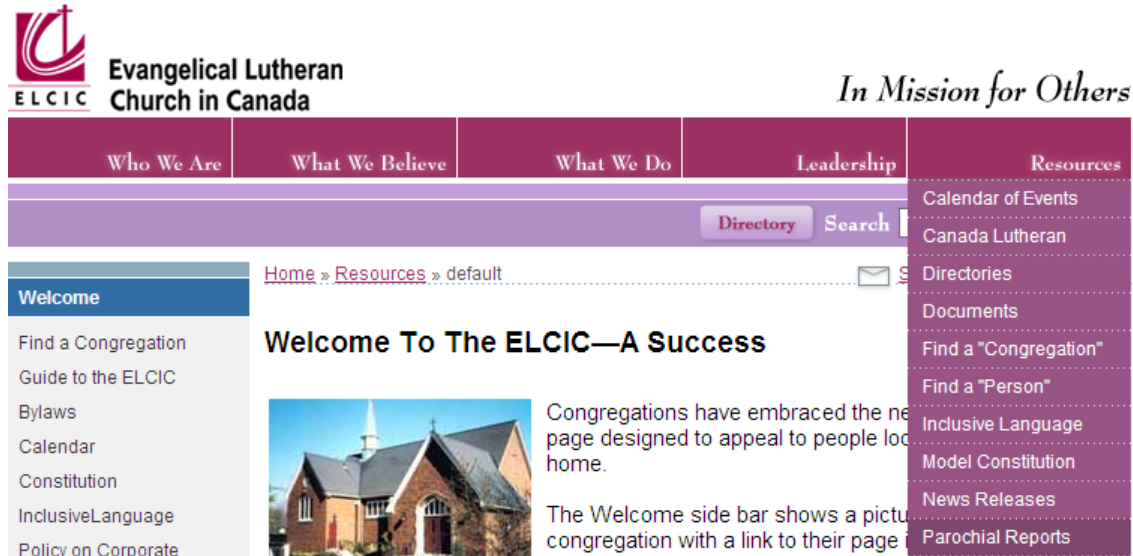


## INSTRUCTIONS FOR COMPLETING THE ONLINE PAROCHIAL REPORTS

The online parochial reports will be available on the ELCIC website as of January 10, 2011. At any time during data entry and before submitting your reports, you can save your work and return to it later. Click on the “Save As Draft” button.

1. Go to the ELCIC website at [www.elcic.ca](http://www.elcic.ca) and on the home page under the “Resources” tab, choose “Parochial Reports.”

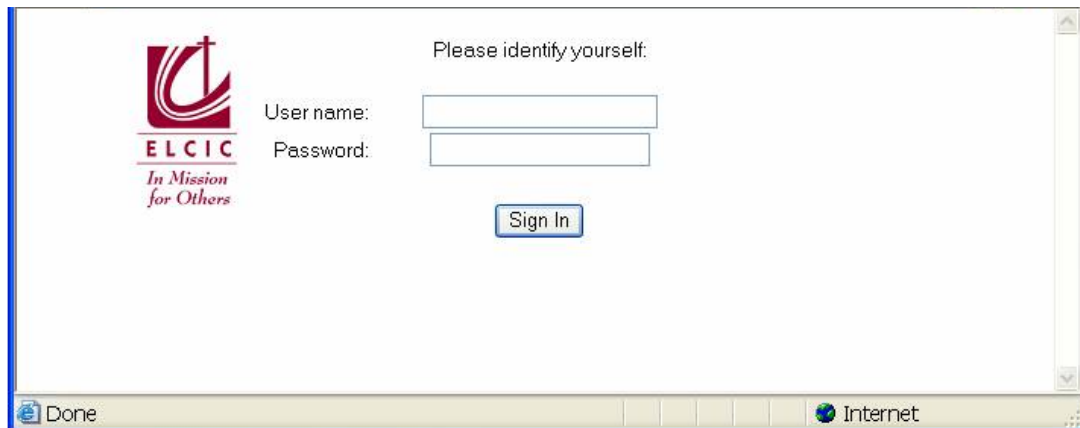


2. Under the option for “Online Parochial Reports”, click on the [Link to Online Parochial Reports](#) (Password Restricted).

### Online Parochial Reports

– [Link To Online Parochial Reports](#). (Password Restricted)

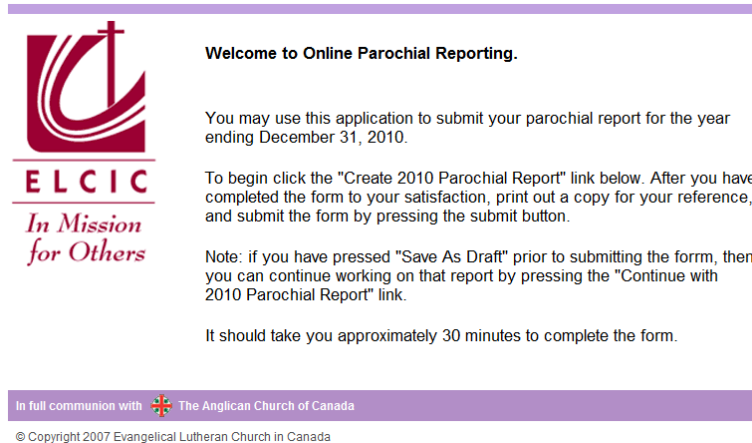
3. Enter your user name and password which can be found on “Form A0 – Find A Congregation Update” that was included in this annual report package. Note that the password is case sensitive.



- You will then be prompted to change your password. Enter your old password (password that was provided on Form A0) in the old password field, and then enter a new password in the new password field. Again enter your new password in the confirm password field, and click on the submit button. If successful, you will be notified that your password change has been submitted, and you will be redirected to the start of the Welcome to Online Parochial Reporting” page.



- After reading the instructions provided on the “Welcome to Online Parochial Reporting” screen, click on the link to “Create 2010 Parochial Report” to begin entering your information.



- On the next screen that will appear, please read the ‘Online Parochial Reporting – General Instructions’ before starting. On Form A-1 Membership, please remember to click on the button “Set Previous Numbers” to bring forward the ending numbers for baptized and confirmed members from the previous report. Please fill in all boxes.
- On each screen, you will find a floating tool bar with five “Form #” buttons and a “Next Page” button which will enable you to move forward and back through each screen. To go back to a previous screen, click on the “Form #” button for that page. The “Save As Draft” button will allow you to save your work and return to it later.



- Once you have completed your data entry, click on the “Preview & Submit” button to print out a copy of your reports. Once you are on the Preview and Submit screen, a “Submit” button will appear on the right side of the floating tool bar. Click on the “Submit” button to send the online reports to our office. Note that the “Save As Draft” button will not send the reports to the national office. You need to click on the “Submit” button to send the reports to us.