CHURCH USER LOG IN (FIGURE 1)

CHURCH PIN

You will need your church's PIN – the unique number assigned to each ABC member church. You will find the PIN in the upper right of the *Cooperating Church Annual Report* below the church name in the CHURCH INFORMATION section.

REGION PIN

You should enter the Region PIN only if there is no Current Professional Staff listed on your Cooperating Church Annual Report. If your hard-copy report form shows individuals listed under Current Professional Staff, you must leave the Region PIN field blank and use a Church Leadership PIN instead. The Region PIN can only be obtained from your Region office. The phone number for your Region office is printed below the Region name and address in the return instructions.

CHURCH LEADERSHIP PIN

The Leadership PIN is the Leadership ID of one of the Current Professional Staff preprinted on your *Cooperating Church Annual Report*. You can use the ID number of any of the listed staff. ***If you have Current Professional Staff listed on your Cooperating Church Annual Report, you must use a Leadership PIN and leave the Region PIN field blank.***

YOUR NAME, E-MAIL, AND PHONE

You must enter your name, e-mail address, and phone number in the spaces provided. This provides your Region office with a point of contact in the event that there are questions about the submission.

LOGIN

After you have completed the necessary fields, click the LOGIN button to enter the **Annual Report Center**.