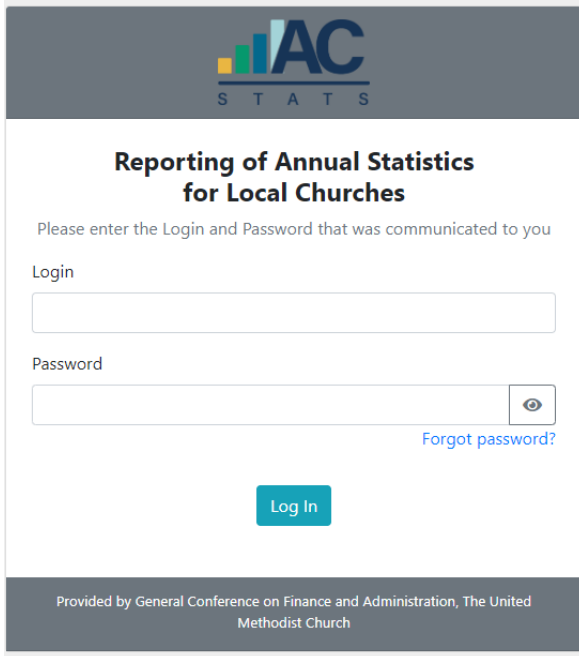


## East Ohio Conference Church Users Guide for ACStats 2022 Reporting

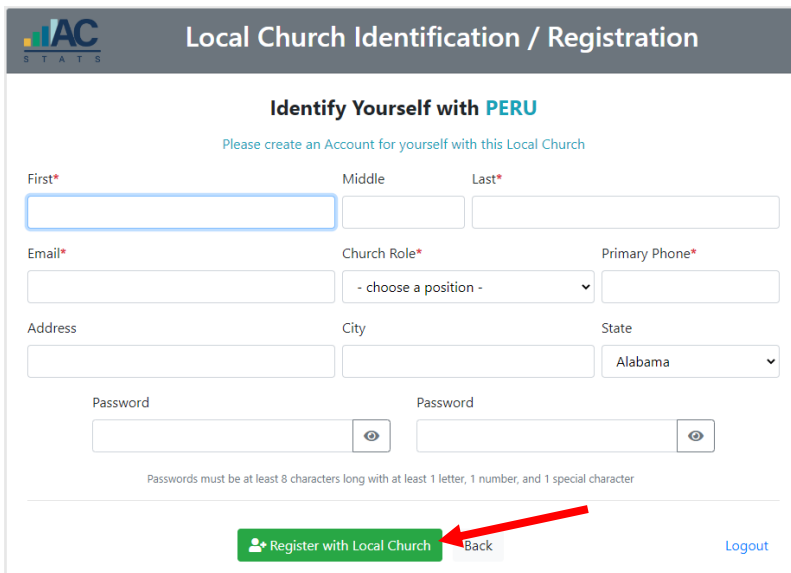
ACStats login page is <https://stats.gcfa.org/Login>. For 2022 reporting, the password is EOCSTATS22!. Churches may find their GCFA number by looking at past statistical reports, Remittance Statements or the file called GCFA numbers for churches in the email that was sent and on the conference website.

On the login page, enter church GCFA number and password.



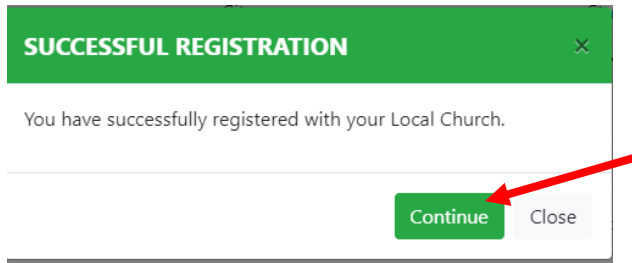
The screenshot shows the ACStats login page for local churches. At the top, there is a logo with the letters 'AC' in a large font and 'S T A T S' below it. The main heading is 'Reporting of Annual Statistics for Local Churches'. Below this, a message says 'Please enter the Login and Password that was communicated to you'. There are two input fields: 'Login' and 'Password'. The password field has a toggle icon for visibility. A 'Forgot password?' link is located below the password field. A blue 'Log In' button is centered at the bottom. At the very bottom, it says 'Provided by General Conference on Finance and Administration, The United Methodist Church'.

You will then be directed to the “Local Church Identification/Registration” page. Click on the “I’m not Listed” box to create your user profile for the church. Each user will create their own username and password after first logging into the ACStats data entry website using the church GCFA number and password. **Important Note:** email addresses may not be used for more than one user. After completing the boxes, click on “Register with Local Church” button to create your user profile for the church.

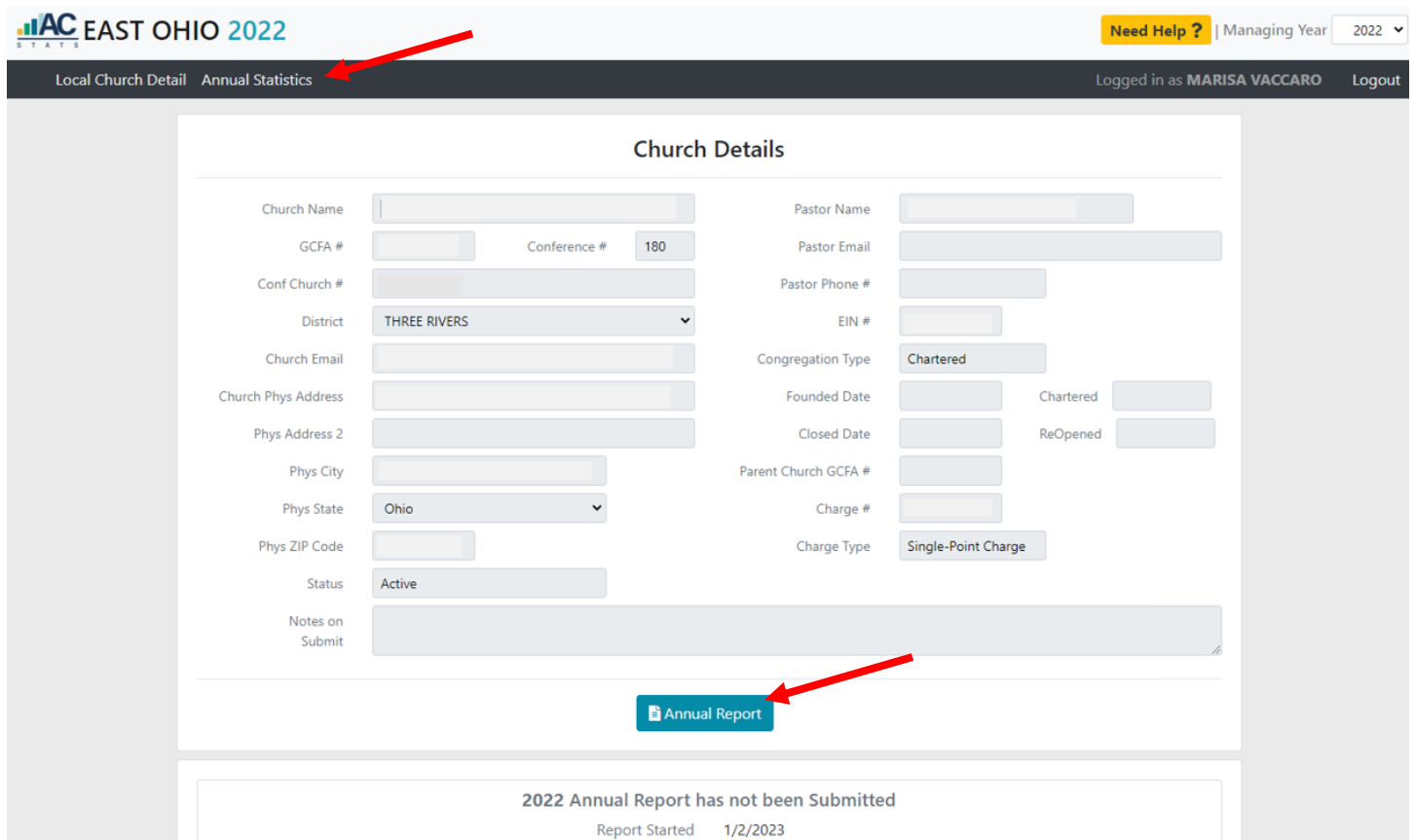


The screenshot shows the 'Local Church Identification / Registration' page. The heading is 'Identify Yourself with PERU'. Below this, a message says 'Please create an Account for yourself with this Local Church'. There are several input fields: 'First\*', 'Middle', and 'Last\*'. Below these are 'Email\*', 'Church Role\*' (with a dropdown menu showing '- choose a position -'), and 'Primary Phone\*'. There are also fields for 'Address', 'City', and 'State' (with a dropdown menu showing 'Alabama'). Two 'Password' fields are present, each with a toggle icon for visibility. A note below the password fields says 'Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character'. At the bottom, there is a green button labeled 'Register with Local Church' with a red arrow pointing to it, and a 'Back' button. A 'Logout' link is also visible at the bottom right.

Click on the “Continue” button when the successful registration box pops up on the screen.



Users will then be directed to the Local Church Detail page. Review the information and contact your district or conference office if information needs to be updated.



Click on the “Annual Report” box or the “Annual Statistics” tab (at the upper left area of page) to go to the current year report page.

## 2022 Annual Statistics for **Adamsville**

Church **Adamsville**  
City, State **Adamsville, OH**  
Pastor **David L. Smith**  
Conf Church # **100**  
GCFA Church # **1000**  
Conference **EAST OHIO (180)**

Instructions Print Local Church Detail

A B C

Hide Note

Leave a church-specific note. It will be visible to GCFA, Conference, and Church level users in Adamsville: Save

D

E

255

Display Question Help Table # 1 2 3 4 5 Submit

# QUESTION 2021 2022 % Δ

*Boxes have been added for reference only; these will not appear on the screen when you are on the actual annual statistical page.*

Box A: Click the Instructions box for annual report instructions & help provided by GCFA.

Box B: Click on the print button to print the annual statistics report or use the drop-down arrow to print a blank report.

Box C: Click on the Local Church Detail button to return to the local church detail page.

Box D: Slide the “Display Question Help” toggle to display additional information for questions on all the Tables.

Box E: Click on 1, 2, 3, 4, or 5 to jump to that Tables questions. (You may also scroll down the page to go to those set of questions.)

### Additional helpful information:

- Information will automatically save as it is entered (**green button is submit only not save**)
- Users may log out and return to their work at any time before the deadline
- All boxes must contain a value, whole numbers only, and may not be left blank
- Lines 28a-36f will be added by the Conference & will be visible around January 16th
- Once all information has been added, click on the “Submit” button for a final review by the church statistical team and pastor to validate answers
- Once the box pops up confirming answers have been validated, click on the “Submit Report” button to officially submit the report. Once submitted, no additional changes may be made. Contact the conference office for any changes after report is submitted.