Introduction and Frequently Asked Questions (FAQs)

About the Portal: The purpose of the portal is to make it easy for the conference to keep track of Workers Compensation Contributions for the entire South West conference. The portal allows all churches to record employee salaries and contributions in one central place. The following year, the officer inputing the salaries\contributions can import the previous year's list and easily compute the current year contributions.

1. Using the Portal for the very first time?

If you are using the portal for the very first time you need to click on 'New User' on the login page. You will be asked to pick your church from a list of churches. You will also be asked to put in your email address, pick a password, your telephone number, your first and last names and your designation. You then submit this information. An email will be sent to the Conference for authorization. Once your account has been activated, you will receive an email allowing you to log on and put your staff salary\contributions.

2. How do you log on?

Once you have been authorized, enter your email address and your password. Click on logon.

3. Can I manage more than one church?

Yes. If you have more than one church to manage, go to the logon page and click on 'New User' <u>for each</u> of the churches you need to manage. You will receive an authorization email each time.

When you logon the next time, you will be redirected to a page that will allow you to pick any one of the churches you are authorized to manage.

4. How do I add salaries and contributions?

Once you logon you will be directed to the salary and contributions entry page. You then type in the name, salary, job designation, parsonage (non-parsonage) information of each staff. Every time you enter a name of staff and the details click on 'Save'. That automatically adds the name of the staff. You will see the name added at the bottom of the page.

5. How do I make changes to an existing staff member?

To make changes to any staff member just click on 'edit' next to the name of the staff member. The staff member's details will be displayed at the top portion of your screen. At this point you can make the changes you need and then click 'Save'.

Click 'Edit' to make changes

Workers Comp Summary

			Year	Annual Salary	Rent Free	Parsonage	Full Time	WC Code	Cost Code	Total	
Edit	Anami	Kevin	Business Manager	2011	$40000.00	$0.00	NO	YES	Level3	0.02	$720.00	Del
Edit	Ochieng	Gavin	Business Manager	2011	$10000.00	$0.00	YES	YES	Level3	0.02	$225.00	Del

6. Can I import all users from last year?

Yes. To do this look for the button that says 'Import users from Year->', next to that button enter the year you want to import from, this has to be in four digits for example '2010'. Then click on the button 'Import users from Year->'. The values will be immediately displayed and will be shown at the bottom of the page.

7. What do I do if I have entered all my users and I am satisfied with the entries?

You can 'lock' the church so that no more changes can be added. Please note that once a church is 'locked' no more entries can be added or changed unless the conference administrator 'unlocks' the church. Click on 'I have finished Entering all Workers'. DO NOT click on this button unless you are absolutely sure you have completed all entries.

8. Can I enter a few staff members and add more later

Absolutely. Simple logout and next time you logon you can continue from where you last stopped.

9. Can I get a copy of my entries through email?

Absolutely. Just click on the 'PDF' icon and you will automatically receive an email.