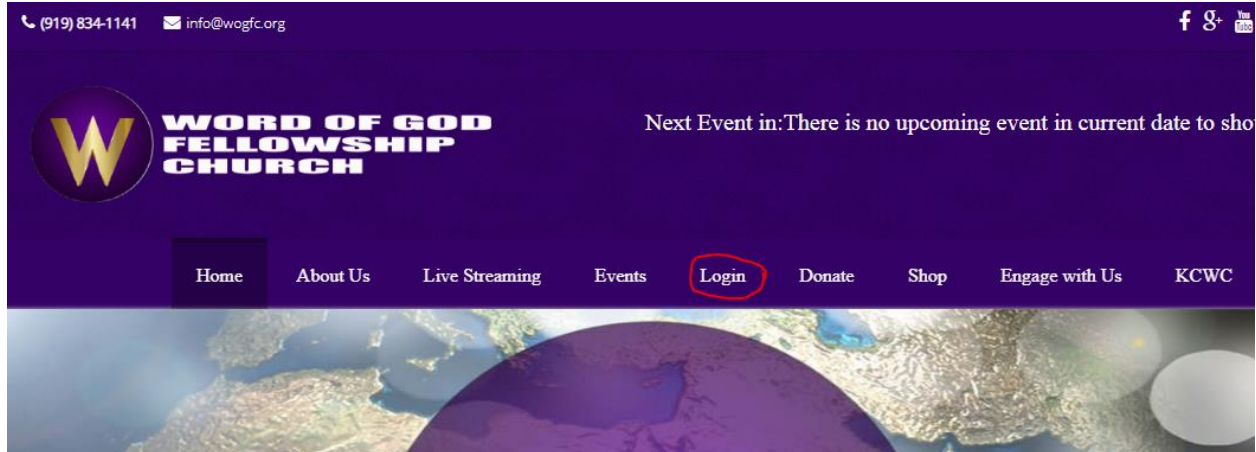




Please Follow the Steps below to login to the WOGF Church Database

1. Go to: <http://www.wogfc.org>
2. Click on **login** at the top of the page in the menu bar



3. If you already have a USERID & PASSWORD go to STEP 12
4. Click on **Member Login**
5. If you don't have a login Click on **need a login**





6. Type in the requested information and click **Find ME** . Please use the e-mail address that was used to send this information to you. If you prefer to use another primary e-mail to access the database you can update that information after logging into the database (see step 14 below)

Welcome to Word of God Fellowship Church Sign In

A screenshot of a web form titled 'Account Sign Up'. The form has a light gray background and a thin border. At the top, it says 'Account Sign Up'. Below that is a paragraph of text: 'Don't have a user name and password? Enter your information and click Find Me. An e-mail containing your login information will be sent to you shortly.' There are three input fields: a large text box for 'E-mail Address', a smaller text box for 'First Name', and another for 'Last Name'. To the right of the 'Last Name' field is a dropdown menu labeled 'Suffix'. A blue button with white text 'Find Me' is located at the bottom right of the form.

7. The system will acknowledge that your record has been found.

A screenshot of the 'Account Sign Up' form with a success message overlay. The form is dimmed, and a yellow box with black text is centered over it. The text in the yellow box reads: 'Congratulations! You have successfully set up a member account. Please check your e-mail for your username and password at david1f@nc.rr.com.' Below this message is a 'Close' button. In the background, the form fields are visible, showing 'David' in the First Name field and 'Farquharson' in the Last Name field. A 'Find Me' button is also visible at the bottom right.

8. If your information is not found in the system please send an e-mail to itministry@wogfc.org



- Please include your First & Last Name, Initial, home phone number, and e-mail address. If you are married, please include your spouse's name as well. This information will help us to quickly pinpoint your records, resolve any issues, and respond to you.

9. The system will automatically send you a e-mail with a user name and temporary ID

10. Check your e-mail account from your Internet Service Provider.

11. The system will prompt you to change your password

- While creating the password a progress bar will change from red to yellow to green as you type. The new password WILL NOT BE ACCEPTED until the progress bar turns green
- Retype the new password to confirm
 - Make sure that you remember what password you set because you will need it again

New Password
.....
Strength [Password Tips](#)
Confirm New Password
.....
 Remember me

You must change your password before proceeding. Please enter and confirm your new password.

12. Go back to the **Member Login** page (see step 1) and enter your **e-mail address** OR **user name** and **temp password**.



13. Once you have successfully logged in you will see the screen below. In the “I Want to View” Section, click on “My Complete Profile”

Welcome, Adrian Farquharson [Help Centers](#) [Report a Problem](#) [More Info](#) [Sign Out](#)

[Home](#) [Directories](#) [Groups](#) [Events](#) [Giving](#) [Serving](#) [Reports](#) [Admin](#)

[Discover Realm](#)

My Calendar

Friday, January 11, 2019

<< Previous Next >>

January 2019							February 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9

I'm interested in...

Tell us about your interests. Click **Select Interests** and let us know about the areas of our ministry you are most interested in. [Select Interests](#)

Search

Last Name: First Name/Goes By Name: [Search](#)

My Groups

[Create Small Group](#)

I Want to View...

[Available Small Groups](#) [My Complete Profile](#)
[My Giving History](#)

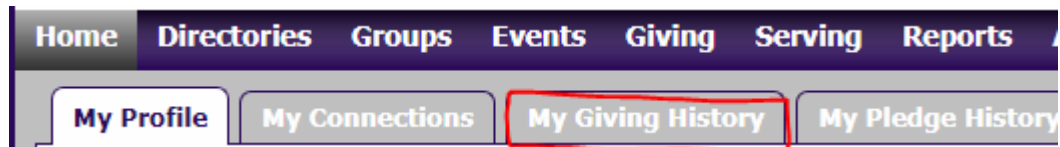
My Giving Summary

[Show Giving](#) [Give Online](#)
[My Giving History](#) [Manage Scheduled Giving](#) [Pledge Now](#)
[My Pledge History](#)



14. Review your personal and family information and make any required updates by clicking on the pencil next to the individual fields (phone #, e-mail, etc...) or by clicking on the Edit button at the top right hand corner of the screen to change several parts of your record.

15. To Check your Contributions to the Ministry you can click on the **Giving** Menu Click on **Giving History**



16. Below the Year click on the "PDF Tax Statement" button

For Year:
Total YTD Giving: \$



17. Once the file is open, you will have a detailed list of your contributions to Word of God Fellowship Church for last year. ***You can either print all pages to show all the details or print the last page*** that has a summary of your contributions for the year.

- I. **If you are married the contributions information is stored in the system based on the first name that is on the contributions envelope. If the statement listed under your name does not reflect the total contributions from you and your spouse please print the document under your name and then have your spouse follow the above steps to access the contribution records under their name.**
- II. **Married couples can also choose to combine contributions. This will combine the contribution records into one record that can be viewed when either spouse is logged in. Children's records cannot be combined. Please notify the church office by sending an email with your full name (first, middle, and last name) along with your spouse and our address requesting that your contributions be combined in the church database. The email must be sent to contributions@wogfc.org.**
 - **A written notification is required before we combine your contributions records because the process in the database combines your contributions history for prior and the current year.**
- III. **If you request that, we separate your contributions after they have been combined a written request should be emailed to contributions@wogfc.org requesting that we no longer have your contributions combined and lets us know which individual should have the current contributions assigned to them.**
 - **Any contributions that have been combined in the past will have to be assigned to one of the individuals because the system will not remember how much each person donated prior to them being combined.**
 - **Example: Prior to requesting that we combine your records each spouse and \$1000 each in contributions. When combined \$2000 will be shown for join contributions. If one gives \$400 and the other gives \$600 after they are combined the total \$3000 will still be combined and both spouses will see \$3000 in their giving history.**
 - **If you decide not to have your contributions combined the \$3000 will have to be assigned to one of the two individuals.**
 - **All future contributions after the contributions records are separated will be reported under each person.**



Word of God Fellowship Church
3000 Rock Quarry Road
Raleigh, NC 27610

Page: 1

Access ACS Plain Paper Statement Extract

Reflects 2010 Gifts

1/1/2010 to 12/31/2010

All Funds

Envelope #:

Mr. John Doe

Date	Fund Description	Gift Description	Amount	Check
12/23/2010	Donation	Online Transaction	\$10.00	

18. If you have any concerns about your contribution statement please contact our Finance office at 919-834-1141 or contributions@wogfc.org
19. **Remember your e-mail, username, & password because you will use in the future to check your volunteer schedule, register for events, give online, etc....**