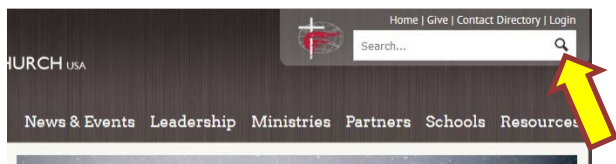


# FM Connect: Annual Reports (Open Jan 16–31, 2018)

## Church Statistics and Contact Directory Instructions

*The preferred browser for Annual Reports is Internet Explorer. Functionality may be different in other browsers. If you are logged in with any Office 365 accounts, please log out and restart your browser before continuing.*



### Step One: Go to **fmcusa.org**

Select "Login" from the top right corner. This takes you to the Welcome page.

At the Welcome page click on "Login to Annual Reports" It looks like this:

**Step Two:** The page will say "Office 365" at the top unless you are already logged in with an FMCUSA email address, then it will say Free Methodist Church USA. You must log in with your church's user ID, not your personal account, to complete the Annual Report. It will be a six-digit church number followed by @fmcusa.org. The password should not be changed. If the system asks you to change the password, call the Yearbook Editor at 800-342-5531. Your conference office will have the list of User IDs and passwords for that conference.

*If you see a message from Microsoft, please do not follow the Microsoft instructions on the page.*

Can't access your account?

Don't have an account assigned by your work or school?

Sign in with a Microsoft account

### For Login Assistance:

Yearbook Editor at 800-342-5531 (X319)  
Monday – Friday, 8 AM to 5 PM EST  
yearbook.editor@fmcusa.org

After you've logged in, this is what you will see:

## Welcome to Annual Reports on FM Connect!

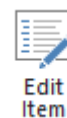
Church Data

Church Contacts

There are two distinct sections of the report to work in. Church Data is the one to complete now!

- **Church Data** provides information about the church for the calendar year of **2017 (January 1 to December 31)**.
- **Church Contacts** provides information about the people, i.e. pastor, delegates, staff, for this church. This information can be changed by the Conference any time a change is needed. We appreciate having changes made as they occur.

The reports open similarly. For Church Data, click on the **2017**. For Church Contacts, click on the **LastName**. This will open the form to **DISPLAY** the current information. If you wish to change it, you must click the **Edit Item** icon in the top left corner of the screen. Then you may change data that is displayed, or answer questions where there is a blank. Changes can only be made after selecting the **Edit Item** icon.



We have added two buttons at the end of the Church Data form so you may now **SAVE & CLOSE** while you are working, then come back to finish it later. When you have completed all the questions and are completely done with the Church Data, you will change the last answer to **COMPLETE** and then **SUBMIT** the form.

**Church Data must be COMPLETED and SUBMITTED by January 31, 2018**

### Frequently Asked Questions:

1. How do I print the form for my records? Print buttons have been added for your convenience.
2. How do I enter the church's website address? Click on the icon and type it out instead of copy and paste. No www is needed. Example: fmcusa.org.
3. How do I attach the current proof of insurance? Scan your document, save to your computer, click the "File Attachment" icon and browse to where the document is saved. Select the scanned document.