

North Central New York Conference Instructions for On-line Reporting

www.ncnystats.umconline.org

Using your internet browser, enter www.ncnystats.umconline.org. This will bring you to our new site to enter your statistical reports for 2007.

Enter your user name. This is your six digit church number as it appears on the forms you received in the mail. It is also the number you use on your remittance forms.

Enter your password. This is the same six digit church number.

Use your tab key to move from field to field.

Select the table you wish to enter:

Table I – Membership/Attendance (Line 1 has been filled in with membership at the end of the previous year)

Table II – Expenses

Table III – Income

Complete each field with a whole number (do not report cents) When you have completed a table please enter the name and day-time phone number of the person completing the table. Each table can be submitted separately.

For help with instructions place your cursor over the line item description and click. This will bring up a box with the instructions for that line.

If you wish to leave the table at anytime, just click “close” at the bottom of the page. Your partial data will be retained in the form.

Please complete the worksheet expense exclusion if your church is taking the line 200 exclusion. Line 200 is to report expenses incurred by the church for community service where the church does not receive full reimbursement.

Upon submission of each table you will receive a receipt confirmation on the table to the email address you provide.

To print your reports, click “print” at the bottom of the page.

Any questions about Statistical Reporting can be forwarded to Rod Porter at the Conference by email at Rod@ncnyumc.org or by calling 800-699-8715 x 311.

Thank you,