

**ATTENTION PASTORS! Save time and paper and do  
your Year-end reports ONLINE!**

Instructions for Online Year-end Reporting:

(At every point, there are online instructions for your convenience.)

- ✓ Go to <https://UMCdata.com>
- ✓ Click on “Missouri Conference” and then click on “Enter your local church statistics here”.
- ✓ Enter your church Username and Password to login.

For this year and for the future you will need to use your GCFA# for your UMCDData account username and your Conference church # for your password. If you do not know your GCFA#, you can find it on your apportionment report in the right hand corner under your church’s name. You can also contact the Conference office or your district office.

This is the same username and password used to enter your Signs of Fruitfulness weekly data.

- ✓ Confirm that the data at the top of the first page is correct for your church (church name, pastor, and district).
- ✓ Choose to enter data for Table 1, Table 2 or Table 3. The formats and entry fields are the same as those on the hard copies received in the mail or downloaded off the Conference website.
- ✓ Enter data for all white boxes. (Data from 2010 is in brackets.)
- ✓ SAVE data as you go and return to the site as often as needed.
- ✓ When completed, PRINT a copy to keep with your church records and print another copy if you are meeting with your District Superintendent.
- ✓ Press SUBMIT to update straight into the Statistics system. (NOTE: this does not mean you will not review Table 1, Table 2 or Table 3 in person with your District Superintendent; however, it does save time for you, the District Office, and Conference Office.)
- ✓ While you may enter and save data prior to January 1, the SUBMIT button will not be available until January 1, since the data is to reflect the full year of 2011.
- ✓ If you notice any errors, please contact your District office to make the change. Once submitted, you will not be allowed to make changes to the Year-end reports.

Thank you for using Online Year-End Reporting. If at any time you encounter problems or questions, please call your District office or if they are unable to help, please contact Bridget Caddell or Kendall Waller at the Conference Treasurer’s Office for assistance.