Guide for Addressing
MI Ministry Account Questions

Step by Step Instructions

How to Create a FREE Teaching Level Account

- Go to www.missionincrease.org
- On the home page navigation bar, click on 'Register Your Nonprofit.'
- Choose New to Mission Increase? and click on the 'Create New User' link at the bottom.
- Enter email, password, and confirm password. Click 'Create New User' button.
- A registration confirmation will be sent to the email entered. Click on the link in that email to confirm your email address and finalize your registration process. *Check junk/clutter boxes if you do not receive the email in your inbox.*
- To attach yourself to an existing account or create a new one if needed, enter your zip code, organization name, and the correct EIN # (nine digits), and click 'Check for My Ministry.'
  - If your organization is already in the system, you will be able to select it.
  - If your organization is not shown, click create new account and fill in your contact and basic ministry info including income/expense data for the most recent tax year.
  - If your organization is connected to a Sponsored Organization of *CAFO* , *CCCA*, or SRG mark the corresponding box; otherwise, default to *None*.
  - Once account is finished, you can go back and add other ministry contacts under 'Ministry Account.' This will allow them to register for trainings. See steps below.
- For easy access, we recommend you bookmark https://ministries.mif.org/ to your browser to log in.

How to Upgrade Teaching Account to a FREE Coaching Account

- Log in to your account at https://ministries.mif.org/. (For easy access, we recommend you bookmark this site).
- Under Important Messages, click on the link in *Account Update Notice* to upgrade your account.
- Move through step-by-step instructions and hit "Submit" at the end of process for AD review.
- *Note:* If access is denied to this process, you may need to ask your AD about access. You can work on the upgrade in multiple sittings. Simply hit "save" on each page and that data will be saved.
- You will receive an email confirming approval of account, indicating that you may now register with your Area Director for free coaching.

How to Add Contacts or Yourself to Your Ministry Account

Adding contacts to your account will allow you to register them for events.

- Log in to your account at https://ministries.mif.org/.
- Click on 'Ministry Account' (on the left navigation bar).
- Click on 'Contacts' and then click on 'Add Contact' button.
    - Every account has a Primary Contact (usually the person who creates the account) who determines the level of access for each contact. This role can be transferred.
    - Each contact needs a unique email address; the system will not accept an address that is already listed in another ministry account. This email address becomes the username for the secure Single Sign On process.
    - Add all contact information, then hit the "create" button for new contact. Check the box "Send invite email to this contact" for that leader to then complete the login set-up with password.
    - *Note about Contact Type:* Board members will not receive regular email updates. If you want them to receive regular emails, use the Staff/Volunteer type, or email your Area Director, asking him/her to place an Events tag in the account for this contact.
- *To add yourself as a contact*, follow the first 4 steps in "How to Create a Free Teaching Account" above. Select your ministry and follow steps to add your name to existing account.

How to Register for FREE MI Events (or adjust your registrations)

- Log in to your account at https://ministries.mif.org/.
- Upcoming Events: on left navigation bar, click on 'Training', then click on 'Register for Upcoming Events.'
- You'll see a list of upcoming trainings. Click on the preferred training event/date.
- Then click on 'Register for Event' and register interested ministry contacts by clicking 'yes.'
- Then, click the 'Register' button and you should see a note on 'Successful Registration'.
- An email will also be sent to confirmation your registration.
- Coaching or Consulting: on left navigation bar, click on 'Training' to 'Register for Coaching/Consulting'. Select an available date/time slot. Contact your AD with questions.
- *To adjust or cancel your registrations,* click on 'Training' and then click on 'Manage Events and Appointments' and follow steps to edit your information.

Easy Steps to Update Your MI Coaching Account at Fiscal Year End (requested annually)

- Log in to your account at https://ministries.mif.org/.
- Click on 'Ministry Account' (on the left navigation bar).
- You may see X marks next to each page. The goal is to see all ✓ marks.
- To start, hover on the *General* page link, and move through each page. The two main needs for your account update are to:
    - Review/confirm data in each tabbed page, and
    - Add last year's income and expense numbers in the *Fundraising* page.
- Always click 'Save and Continue' at the bottom of each page and be moved to the next one.
- At the end of the account, click 'Submit'. Your Area Director will review your account.

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