

# INSTRUCTIONS FOR ONLINE STATISTICAL DATA ENTRY

## Thank You for Working on Your 2023 Annual Statistical Report

**PLEASE BE SURE TO PROVIDE THESE INSTRUCTIONS TO THE PERSON THAT WILL SUBMIT YOUR REPORTS ONLINE USING THE GCFA SOFTWARE ACS**

While using this online system, any software issues including menu items problems, obtaining reports, etc., please know that this site is not maintained by the conference.

### **IMPORTANT FYI -- PLEASE READ THE FOLLOWING:**

While using the online data entry software to put in your church statistical information, you will see a section for general Church Information. If that section lists the incorrect pastor, church address, email, or Charge name, please know that the information that you are viewing is what the General Council on Finance & Admin (GCFA) has in their database NOT what we may have on the Conference database. Please do not stop entry due to any general information being incorrect on their site.

Please be aware that the FINAL deadline for these reports is Wednesday, January 31, 2024.

**You DO NOT have to enter your figures using this “Online System”.** There are two other alternative methods to submit your reports. They are as follows:

1. Fax to 1-304-344-9584 (Be sure to fax in plenty of time before the deadline and confirm that our office did receive it by calling Myra Bess at 1-800-788-3746, Ext 380)
2. Mail to: Conference Statistician (Be sure to allow delivery time so that  
P. O. Box 2313 **we receive** your reports by Jan 31)  
Charleston, WV 25328

### **Getting Started –**

#### **Using the ACS System to input your data online:**

Before you begin, you should have the completed worksheets or pencil copy of the 2023 statistical tables for your church in front of you. (Those worksheets were mailed to your Pastor the week before Christmas and are on the Conference Web also) That information should be already collected and reviewed before entering the data. There is a General Instruction Sheet that has line by line instructions attached (all on yellow) in the statistical packet as well.

It is important to note that the passwords must be reset each year. **Last year’s password(s) will no longer work.**

To get started, use the following link: **<https://stats.gcfa.org>**

**LOGIN DIRECTIONS:** You will be using your General Church Number which is 6 digits. Therefore, I mailed in each packet to the pastor, a blue sheet for each church providing you with that number. I have also provided a list of churches with the GCNO on the Conference Web Site. The list is just below the Online Instructions.

**LOGIN:** This number is also on Page 1 Table I of your preprinted church forms.

**PASSWORD:** PASSWORD23\*

## **LOCAL CHURCH IDENTIFICATION AND REGISTRATION:**

Although you may have used this system last year for the same church, you must still set up yourself as a user.

Identify yourself with your church (IT SAYS THE NAME OF YOUR CHURCH)

The screen will show a list of registered users for this church.

Click -- "I'm Not Listed"

Then to add yourself as a user complete your Name, Email, Role (Use Pull Down for Choices, and your phone.

Choose State: West Virginia

Create a new permanent Password using the box on the left. If you click on the "eye" it will show you what characters you are typing. It must be 8 characters long and have at least one letter, one number and one special character such as \*. WRITE THIS NEW PASSWORD DOWN for safe keeping.

**IMPORTANT!!!!**

\*\*\*\*\* If for some reason you get out and try to go back in using the credentials you have set up, just go back in with the 6 digit GCNO and the generic password of PASSWORD23\*  
You will then see your user name and can choose This is me.

Click Register with Local Church

It will say "you have successfully registered with your local church" once you are done.

Hit \_\_\_\_ Continue

You will then see all of the Church Information

Click on ANNUAL REPORT

There is a very short set of instructions. However, please be sure to refer to the instructions that we provided in the Stat Packets that went to each Pastor on December 12<sup>th</sup>. (on yellow) AND remember that a copy of those instructions are available on our website at [www.wvumc.org/stats](http://www.wvumc.org/stats).

Now begin entering your data (the software refers to these as answers)

Enter only WHOLE numbers

If you click on “Display Q Help” at Top Left just as you begin, there will be additional information provided.

When you are done answering the questions look at the top blue band just before the questions started – HIT SUBMIT

It will say “Validating you answers” and will alert you to any lines that have issues.  
It will tell you each line or question that needs attention.

When it is all validated, it will display ANSWERS VALIDATED

Then HIT SUBMIT REPORT (GREEN BUTTON)

To officially submit your report you must enter:

Your Name

Your Email

If the system does not let you use the same email address For all of your churches, modify it by putting the church Number after the real email. It will accept it and this Software will not be emailing you anything anyway. This is a work around that GCFA has suggested for now.

Your Position

Your Church Name should show

Pastor Name: (optional to enter this)

HIT SUBMIT REPORT AGAIN

A SCREEN WILL APPEAR AND SAY THAT THE REPORT WAS SUBMITTED

I suggest printing the screen that says that the report was submitted.

You do get a chance to View Annual Report and You should Print the Annual Report  
As well. Be ahead of the game for 2024 reporting – Keep a copy in a file at your church!

Thank you for completing your 2023 Statistical Report--

Myra Bess

[mbess@wvumc.org](mailto:mbess@wvumc.org)

1-800-788-3746 Ext 380