

Indiana Conference MissionInsite User Registration Process

Registration Steps for New Users

1. Go on the internet to www.missioninsite.com.
2. Click on the "Local Churches" tab at the top, then click on "Church Registration."
3. At step two click on "Click on this link."
4. In the "Agency Account Number" blank type **EL6D3**, then click "Submit."
5. Next select the city (town) by clicking on the blue down arrow to the right of the blank, then click on the city where your church is located from the drop-down list.
6. Then select your church by clicking on the blue down arrow to the right of the blank, then click on your church's name (even if it's the only one listed).
7. Fill in the "Registration Information" blanks. Make sure to write down and save the username and password that you choose. You will need these every time you access the site.
8. Then check the "Accept terms" box near the bottom of the page and click the "Register" button.
9. It will then automatically send you an email message. You can leave the website and go to your email messages.
10. Open the email message from support@missioninsite.com and follow the instructions. Write down (or copy) the activation code that you are given and click on the phrase "Click here to active your account."
11. Type the password (not username) you chose in step 7 above and enter the "Activation Code" that your wrote down from the email you received (Step 10). Click "Confirm."
12. Congratulations! You are now logged in to the site for your first time.