

Registering on MissionInsite.com (www.missioninsite.com)

Jim Waugh

1. Click on the "Register" link on the left hand side of the page.
2. On the "Register" page, look for the link under Step 2 for the link that says "CLICK HERE." This link will take you to the registration wizard. The second "click here" link under Step 2 will take you to detailed instructions about the registration process.
3. Enter the Agency Account Code for West Ohio Conference in the box on the next page: **ssquj**
4. Select city for the address of the church
5. Select the church
6. Enter First and Last Name
7. Enter role with church
8. Enter a valid email address
9. Enter user name
10. Enter password
11. Write down your user name and password for future reference
12. Click accept terms
13. Click to register
14. An email will be sent to the email address that you entered above (check your spam folder if you do not see an email from MissionInsite).
15. You will receive an activation code in the email. Either do a right click with your mouse and highlight the code and copy it or write it down on a piece of paper.
16. Click on the link in the email that says "Click here to activate your account"
17. On the Account Activation page, enter your password and the activation code and click on the "Confirm" button.
18. That completes the registration process