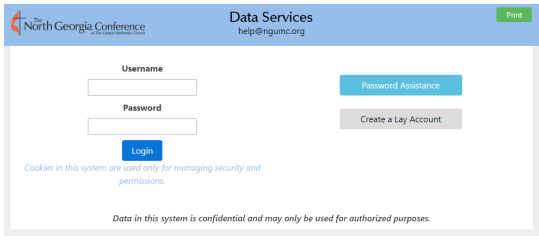
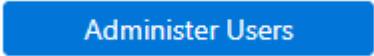
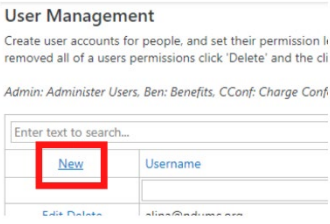
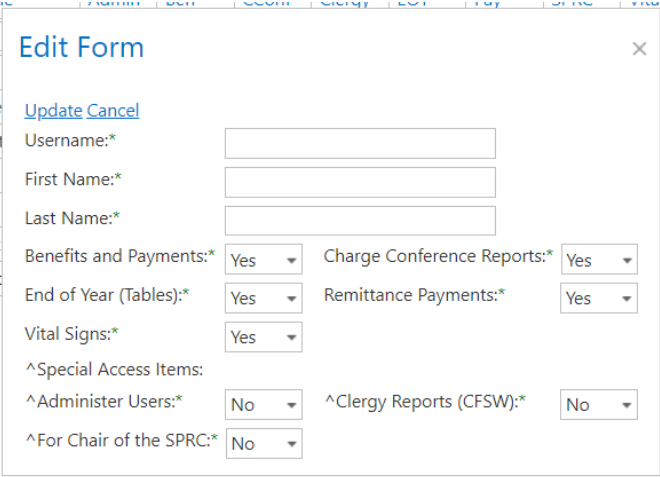


Individual User Accounts and Permissions

<p style="text-align: center;">Log into Data Services https://data.ngumc.org.</p>	
<p>Accounts with permission to create users will have a blue 'Administer Users' button in the church section on the Main Index.</p>	
<p>To add a new user, click "New" in the top left column.</p> <p>To edit an existing user, click 'Edit' to the left of that user.</p>	
<ul style="list-style-type: none"> • Enter the person's email address as their Username. • Enter their First Name and Last Name. • Select Yes or No as appropriate for each of the permission levels. • Click Update to save. 	
<p>There are eight permission levels:</p> <ul style="list-style-type: none"> • Benefits and Payments (Ben) • Charge Conference Reports (CConf) • End of Year Reports (EOY) • Remittance Payments (Pay) • Vital Signs (Vital) <p>Special Access Areas</p> <ul style="list-style-type: none"> • Administer Users (Admin) • Clergy Reports (Clergy) • For Chair of the SPRC (SPRC) 	
<p>Please notify new users that they have an account in Data Services. They may use the Password Assistance button on the log in page to set their password and access their account.</p>	