**Lay Directions for the paperless Clergy Financial Support Process**

<table>
<thead>
<tr>
<th>Clergy Financial Support Worksheets</th>
<th>Forms are to be approved by an <strong>authorized</strong> lay person (Chair: SPRC or Finance Committee, or Equivalent) after it is submitted and approved by the clergy person. Both approvals are required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>are to be submitted and approved online through <strong>Data Services</strong> <a href="https:%5Cdata.ngumc.org.">https:\data.ngumc.org.</a></td>
<td>The designated <strong>authorized</strong> lay person will receive an email indicating they need to log in, review, and approve the report.</td>
</tr>
</tbody>
</table>

The designated **authorized** lay person will receive an email indicating they need to log in, review, and approve the report.

On the main menu the top section will list any reports that need to be approved.

To get started click the purple Approve button.

Then fill out the form (pictured to the right), and click the purple Submit Approval button.

If the notification email expires, or the lay person does not know their password they can click on the blue Password Assistance button. Please note: they must log in using the same email address submitted by the clergy person as the email of the authorizing lay person.

The District Office is sent an automated notification email once both approvals are submitted.
The District Office (DS or AA) approves the report, or indicates the report needs review. If review is needed, the clergy and lay person are both sent a notification email.

If review is needed, the clergy person must edit/correct the report and both parties must re-approve the report. The District Office is then notified via email.

The District Office approves the reports.