Is this your first time signing on to MissionInsight?

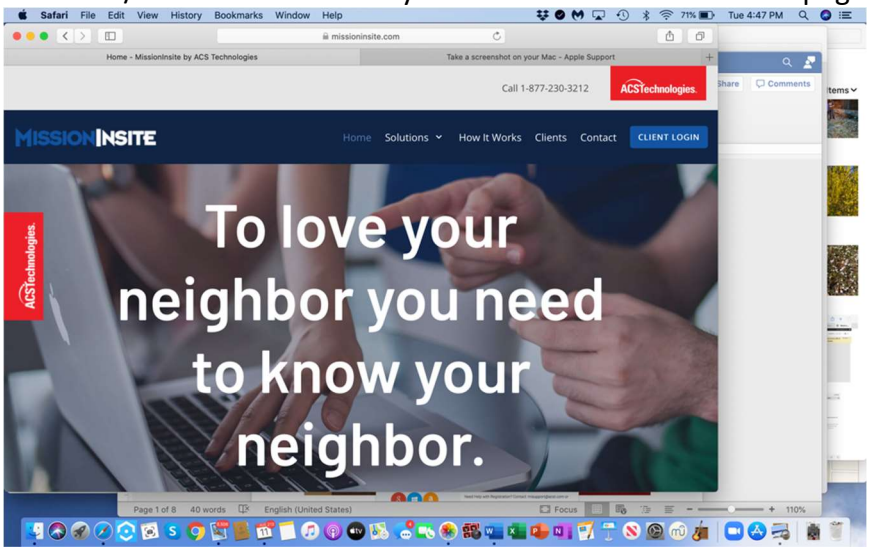
You're in luck. Follow the steps below and it's easy-peasy.

Step 1.

Go to the MissionInsite home page. In your browser search field type in

missioninsite.com

and press ENTER/RETURN. It will take you to the MissionInsite home page.

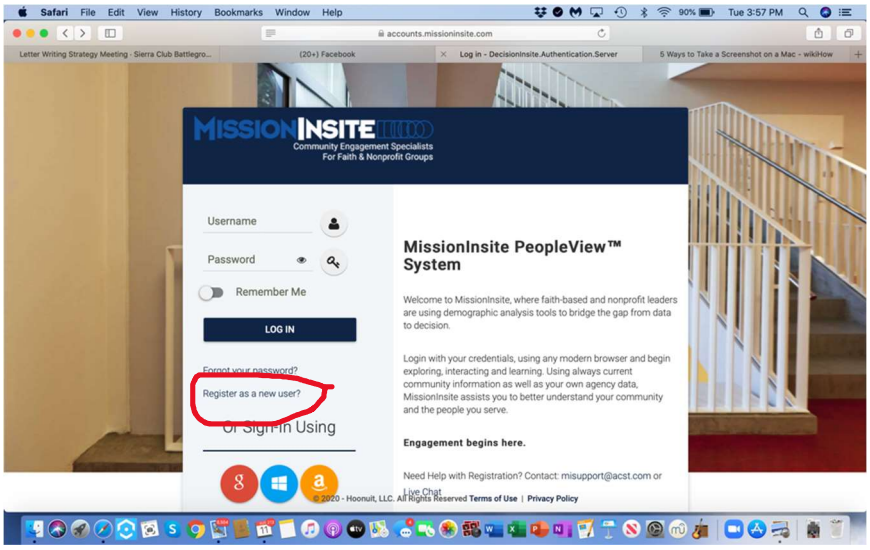


Step 2.

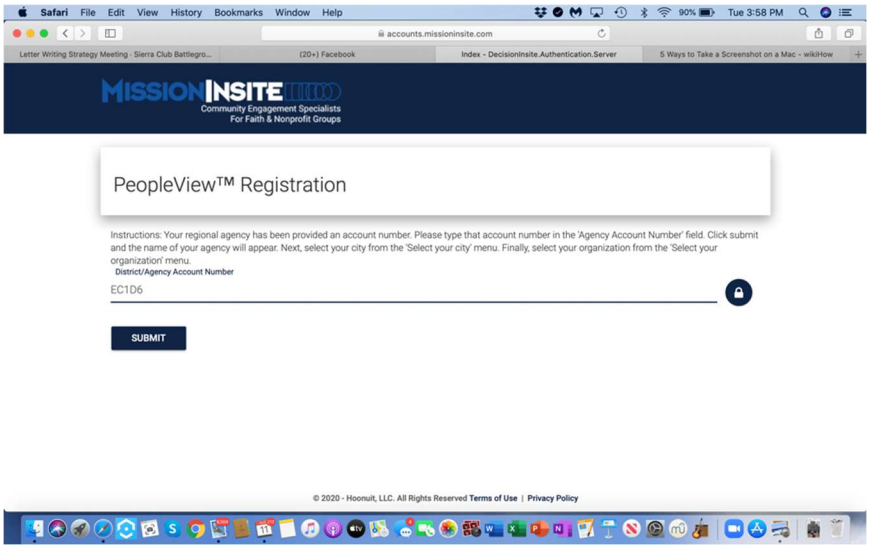
On the far right of the menu in the dark blue at the top of the screen, Click on CLIENT LOGIN.

It takes you to the MissionInsite PeopleViewTM System page.

Step 3.



Under the LOG IN button,
click on **Register as a new user?** (In the screen shot above, look for the red circle for the location of the link.)



Step 4.

On the PeopleViewTM Registration page, in the District/Agency Account Number field, type in Presbytery of Arkansas' number

EC1D6

and click on SUBMIT.

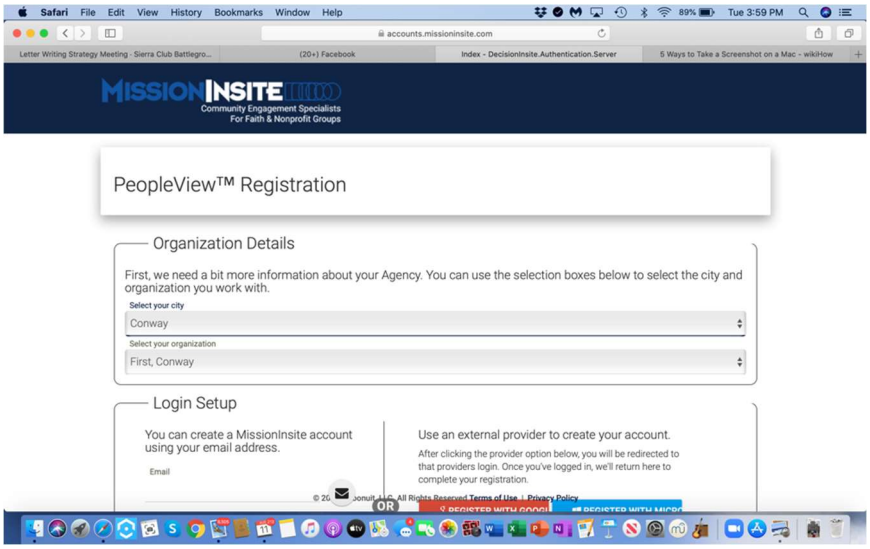
This takes you to a page that will allow you to register for the church you are working with.

Step 5.

In the **Select your city** field, scroll through the names of cities. This may seem frustrating because the cities are not in alphabetical order. Patience is a virtue.

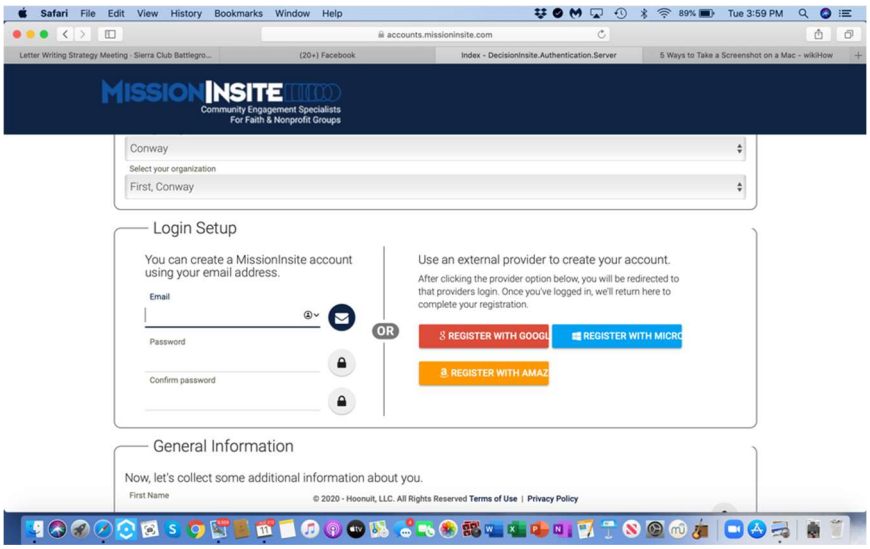
Step 6.

Then choose your church's name from the list in the **Select your organization** field.



Step 7.

Scroll down to complete the **Login Setup** area of the page.



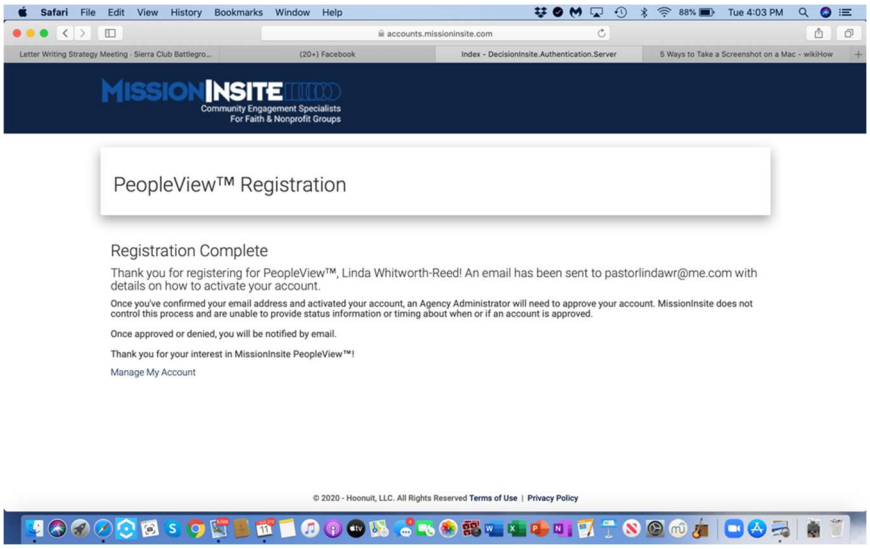
On some there is a line called position and it needs to be filled in. You can put pastor, elder, administrator, assistant, secretary or whatever works for you.

Step 8.

Be sure to note your email and password in a secure location and SUBMIT your information.

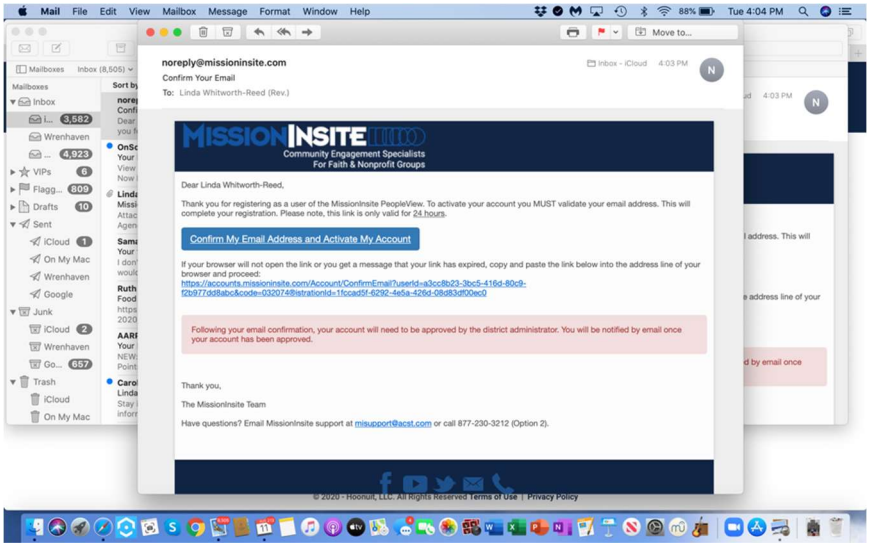
Step 9.

A screen similar to this will appear on your screen. Look for an email in your email box.



Step 10.

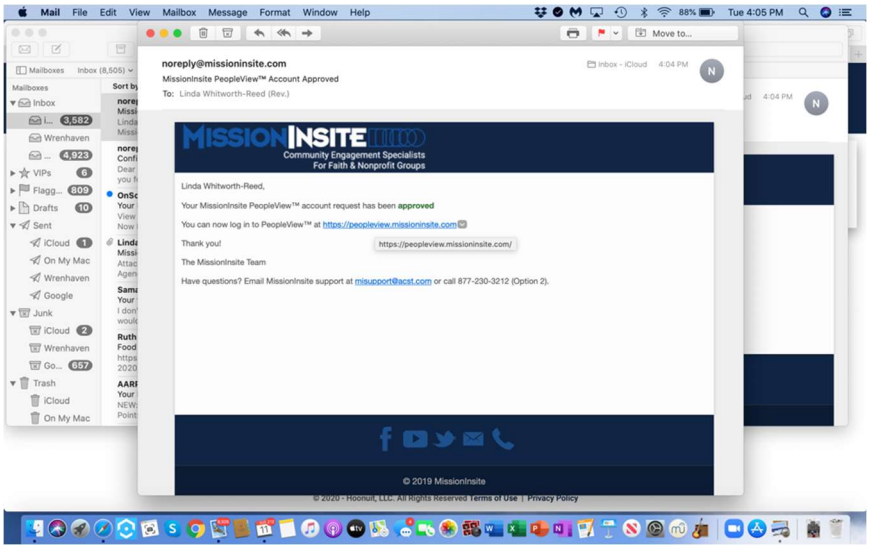
Then in a few moments you will receive an email similar to this:



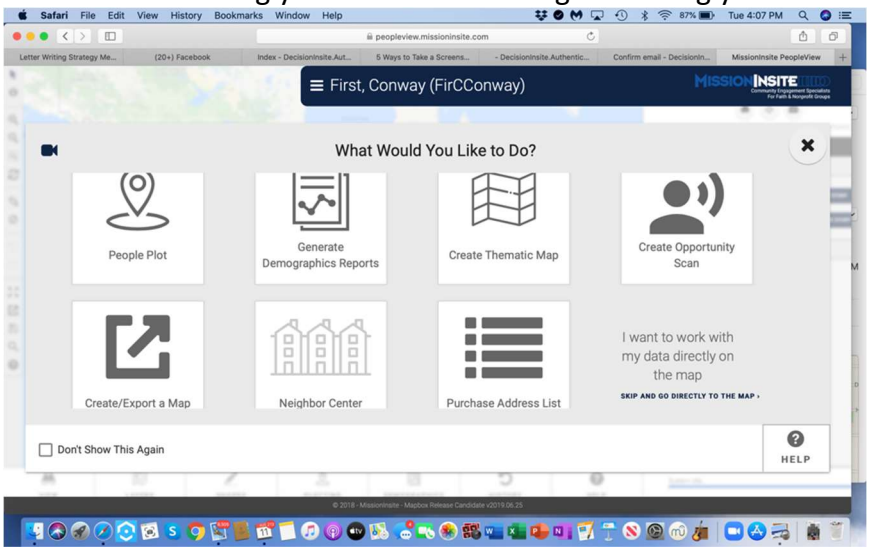
If you click on the **Confirm My Email Address and Activate My Account** before Carol Clark, PresbyArk's MissionInsite Administrator, has confirmed your registration, you will not be able to go further in the process. You might need to give her up to 24 hours before the link is active.

Step 11.

When the account has been activated by Carol Clark, you will receive an email similar to this:



Step 12.

From there you may begin to explore the capabilities of MissionInsite.

…. and after further training you will be able to begin entering your church's data.