Instructions for Using the Web to Access Account Information

Enter the web address: www.upciministers.com

Click on Sign In at top right corner.

Enter your email address and your password. Your first sign in will be completed using the temporary password that has been emailed to you. You must change the temporary password to a permanent password.

If you do not know your password, click "forgot your password" and they will email you one.

Click on **Resources for Missionaries** button. Click on **PROJECTS** button. A drop down menu will provide your options.

This is the screen showing the list of menu functions with descriptions.

1. **PROJECT BALANCE**. This report will give you the most current balance.

2. **PROJECTS LISTING**. Use this when you do not know the number of the project. For example: %Adams% will bring up project numbers for all account with the word "Adams" in it.

3. **DONOR SUPPORT**. This gives all kinds of information about your PIM partners.

> Total pledges
> Total support in dollars
> Average monthly pledge
> Oldest pledge
> Newest pledge
> Donor name/address/phone/email/date last paid, etc.

4. **PROJECT DETAILS**.

   Select Date: Use MM/DD/YYYY format. For example: 03/01/2016 to 03/18/2016.

   Click: VIEW REPORT. This may take a little time to process. You will see a box that says loading.

   The first page will show any PIM money that has come in and will also show the 10% administration fee that comes out. Click on the blue arrow and go to page two. This will show you the donor names that have paid and the amount without the 10% coming out.

   Next go to page three and it will start with 1020 Gross Wages and give you a list of what has been paid to you.

If you would like to print any of these reports you will need to go to the blue export button and click on the drop down menu. You can then put the report in a form that works best for you.