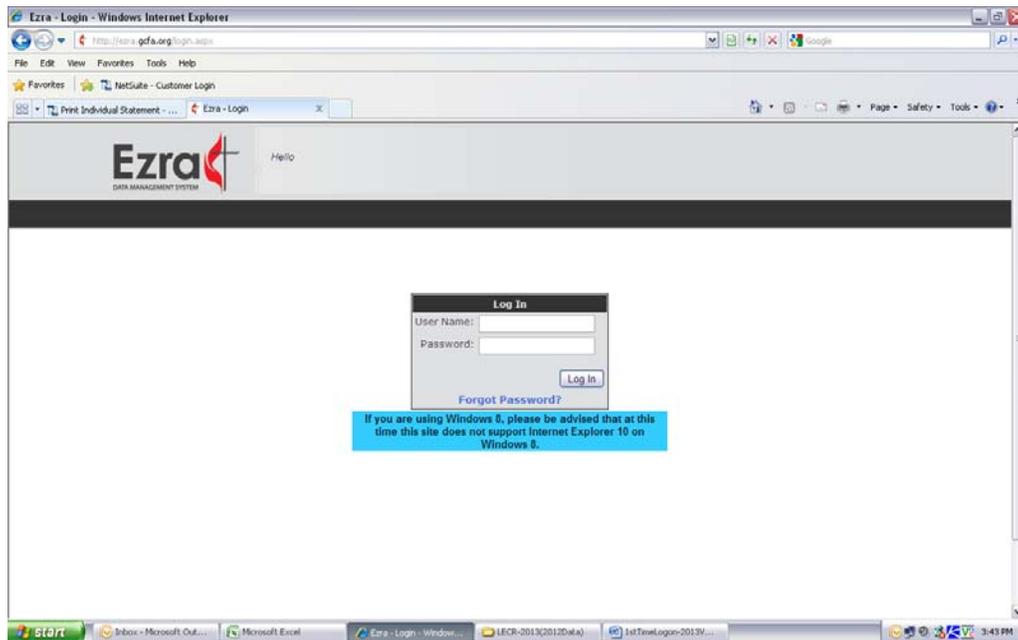
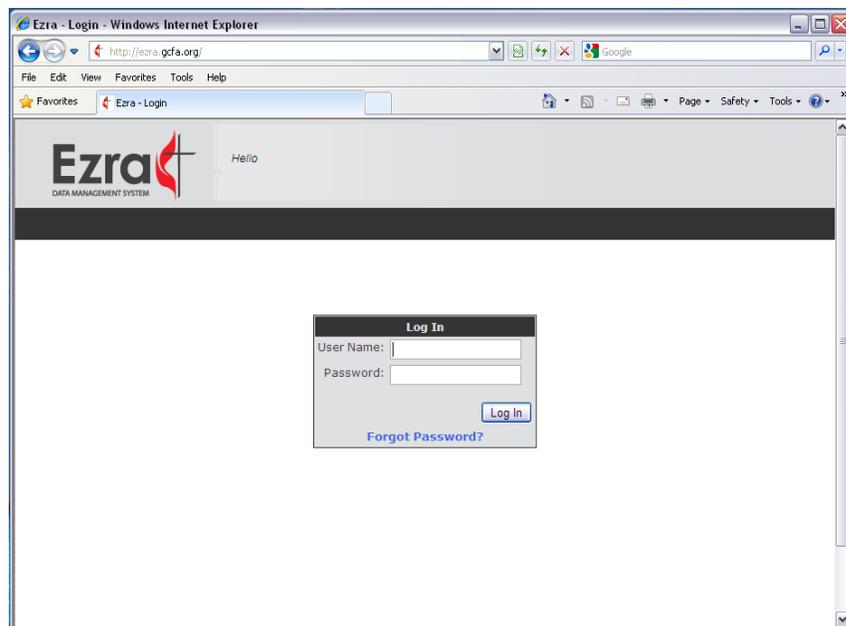


To Log on to EZRA the 1st Time

1. Go to www.ezra.GCFA.org
2. This is the screen that will appear:



3. Please note that you **can** use Windows 8, but site will not run optimally. You **cannot** use Internet Explorer 10.
4. Both the username and password will be blank.
5. You need to fill them in to continue.
6. The Pastor's username is 341 then the local church number then p for "pastor" (example: 34199999p)
7. The alternate user's username is 341 then the local church number then o for "office" (example: 34199999o)
8. The initial password for both users is "NYAC341." *Note that NYAC must be capital letters.*



After using the information on the previous page to log in:

- You **must** create a new password
- Please supply the requested information (phone #, email address etc.) and
- Click on the update button. System will advise you that new password has been created. **Write down your username and password** so you do not forget it.

The system will prompt you each step of the way.

Important Note

Important Note

- As you enter data into the tables (I, II or III) we encourage you to **SAVE** your tables often.
- Tables are **SAVED** one at a time and each table can be **SAVED** as many times as you want. After you **SAVE** your tables you may leave the website; when you return your tables will be just as you left them.
- When you are completely finished entering data into the tables, reviewing them and you are satisfied the tables are complete and accurate you **SUBMIT** your data.
- **All 3 tables are SUBMITTED together**—they are not SUBMITTED one at a time.
- **You can only SUBMIT once.**
- After you SUBMIT your tables you can still view & print them but cannot make changes any longer.

Important Recommendation

Important Recommendation

- We recommend that you print blank tables and prepare your reports on the printed tables as the system will time you out after only 60 minutes.
- Note that blank forms have also been posted on the Annual Conference website. You can print forms from either website; the Annual Conference website www.nyac.com or the GCFA website www.ezra.GCFA.org
- When the tables are complete and you are comfortable that they are accurate, transfer the data from the printed tables to the GCFA website.

Entering the System

When you log in you will be taken to the “**Stats Home Page**”. This page has a menu across the top:

1. The “**Church Info**” area will show you the information about your church and the pastor assigned to your church at the end of the statistical year (December 2012). If any of this information is incorrect, please contact your district statistician so they can update it.
2. The “**Enter Stats**” area is where you will go to enter the statistical information for the year. Each table can be accessed from here.
3. The “**Reports**” area is where you will be able to print reports on your Church Statistical Information, directions for table preparation and blank forms.
4. The “**Submit Stats**” area is where you will go when you are finished entering all data for Table I, II, & III.
5. The “**Account**” area is where you can change your password if you like, or you can view your church information such as a person to contact and how to contact them.

Entering Statistical Data

- If you are ready to start entering your data, click on “**Enter Stats.**”

On the table (I, II or III) you will see:

- A header with various administrative information.
- The body of the table—It has 6 columns as follows:
 1. “**Line #**” is the row number.
 2. “**Description**” is an explanation of the row.
 3. “**2011 Value**” is the value that was entered last year.
 4. “**2012 Value**” is the value for this year. This is the column in which you will enter your statistical information for the year. Just click in the box and enter the number. You can also use the “Tab” key to move between boxes (rows). Only whole numbers can be entered into these rows. No symbols or letters will be accepted. **No pennies.**

The only row that you cannot fill in is row 1. This value is filled in automatically by the annual conference. You cannot change this line.

If the amount on row 1 is wrong, use row 2c to increase it or row 5c to reduce it.

5. “**Line #**” The line # repeated.
6. The last column is a “?”. If you click on the “?” the message that appears is directions for the line that you clicked on.

It’s very important that you hit the save button every 60 minutes or more often. If you do not save your data for 60 minutes the system will "time out" or automatically log you off. If this occurs, will have lost all unsaved data. When the system times out, you will have to log back in and resubmit any data that wasn't previously saved. Remember, there is no limit on how often or how many times you can save your tables.

Saving Your Information

When you are done with entering the information for this table, click on the “**Save**” button at the top or at the bottom and an attempt to save this information will be made. You can save your information at any time and come back later to finish.

IMPORTANT MESSAGE

IMPORTANT MESSAGE

When saving your tables there are 2 messages that may appear; you may get an error or a warning or both.

If you have:

- An error (or errors) only — your table has **NOT** been saved
- A warning (or warnings) only — your table has been saved, but we request that you review it for accuracy and enter an explanation for this warning.
- An error (or errors) and a warning your table has **NOT** been saved.

An Error means that your table **WAS NOT SAVED**. Something was not correct. You will get a detailed message explaining the error. It must be corrected before you can save the tables.

A Warning means that an entry is very different from last year’s entry. It may be correct but the size of the difference between the 2 years raises questions and therefore we bring it to your attention. You will get a detailed message explaining the warning. We request that you review the warning message adjust your tables if appropriate.

Additional Line Information

If you participate in Vital Signs, Lines 2a and 10 will be pre-filled and highlighted in **green**. Please change these numbers if they are incorrect.

Equitable Compensation (lines 53.b and 69.a) and Salary Support (line 69d) have been pre-filled by the Annual Conference. **DO NOT CHANGE THESE NUMBERS!** Call the Annual Conference directly to dispute the amount on any of these three lines.

**** CAUTION: ****

IF YOU LEAVE THE PAGE BEFORE YOU CLICK "SAVE," YOUR CHANGES WILL NOT BE SAVED!

Submitting Your Information

- Continue the "save" process for all three tables until you get no errors.
- All 3 tables must be **submitted** at the same time. They cannot be **submitted** separately.
- Once you are finished entering all of your data, click on "**Submit Stats**" This will take you to the page that allows you to submit your information.
 - Read this page carefully. Once you submit your information, you will be locked out and cannot edit or change your tables. If a mistake is made, contact your district statistician.

Printing a Copy of Your Tables

Once your information has been submitted, you may want to print a copy for your records. This can be done two different ways.

1. Select the "Reports" tab and click on "Church Stats Report." Select the table or tables you wish to print and click on "Run Report." An Adobe Acrobat page (PDF) will load and your table(s) report will be displayed. Just print these pages.
2. When you are on the page where you actually enter your data (Enter Stats), there are two (2) links on the left side of the page that will allow you to print the table that is displayed. Select either link and follow the on screen instructions.