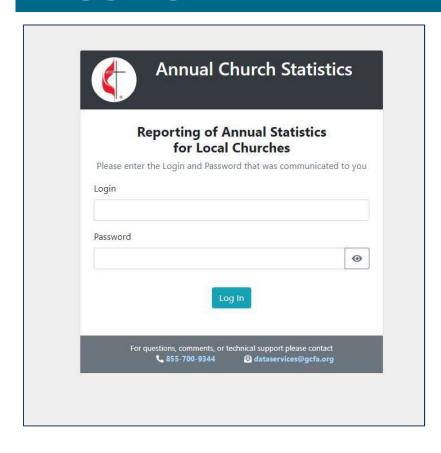# Logging into the ACS

- In your browser, enter the address for the ACS:
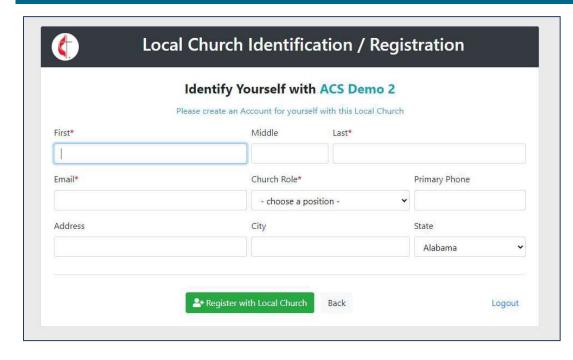
  https://stats.gcfa.org/

- Enter in your userid and password
  - Userid is the GCNO
  - Password is set by conference

- Click the Log In button
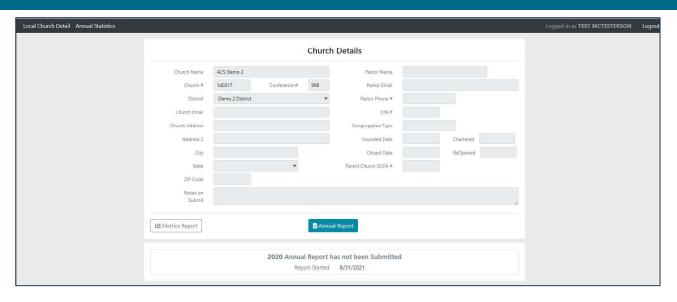
Userid Setup

- When a user is logging in for the first time, they will click the "I'm not Listed" button

- After the initial setup, when a user logs in, they can choose the account previously created.
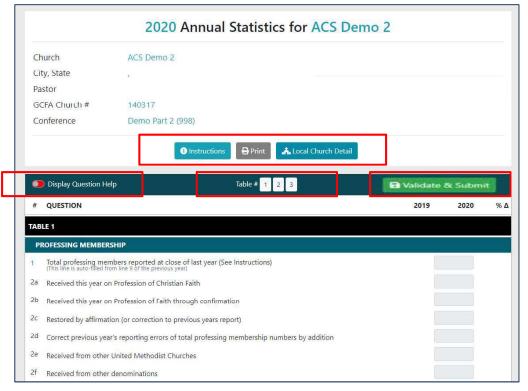
Userid Setup (cont.)

- When a user is logging in for the first time, and click the "I'm not Listed" button, they will need to identify themselves.

- User will fill in the fields and choose their appropriate role

- Once completed, click Register with Local Church button.
  - System will validate information entered and notify if successful or additional information is needed.

Annual Report

- After successfully logging in, the user will view the Church Details and click the Annual Report button

- An additional option to access the Annual Report is from the top navigation > Annual Statistics

Annual Report entry

- Display Question Help:
  - When toggled, shows additional question prompting assistance
- Instructions
  - Displays high level instructions e.g. churches can save and return when entering statistics
- Print
  - System will print the Local Church Statistics
- Local Church Detail
  - Displays church detail information
- Navigate to Different Tables
  - User may jump between Tables 1, 2 and 3 by clicking on the appropriate buttons
- Validate & Submit
  - When all answers are entered and ready to be submitted, click on the Validate & Submit button. The system with review answers and notify user of items to be corrected or the statistics will be submitted.