## Annual Report 2023 - User Guide

## How to access the Annual Report from the Login Email received from <a href="mailto:annualreport@cmalliance.org">annualreport@cmalliance.org</a>?

- Open the email that was received from The Alliance with the subject: Your 2023 Annual Report...
- The email will have a unique login link as part of the instructions. This login link is unique for your credentials.
- Clicking the unique URL link will redirect you to the Annual Report 2023 application, and you will be logged in automatically.
- When it prompts to change the password, please hit Cancel and it will launch the application dashboard. Click on the church name and it will launch the report summary page. Click "Edit Report" to update the information.
- The Annual Report 2023 application is not connected to the MyCMA; hence your existing MyCMA password will not work in the new application.
- If you wish to allow others to edit your report, you need to add them as new users to the application. To add a new user, please use this URL to register: https://churchar.cmalliance.org/register
- Fill out the report gradually by pressing "Save/Continue" until it is verified and complete.

## How to access the Annual report from the Annual Report Website:

Step 1: Launch the application website - <a href="https://churchar.cmalliance.org">https://churchar.cmalliance.org</a>

**Step 2:** To Sign into the Annual Report, click the Sign In option on the website. If you have already accessed the website before using the launch email that you received and changed your password, you can use the username and password to

login to the website. If you need to register new user, use the sign-up link, and register the new user.

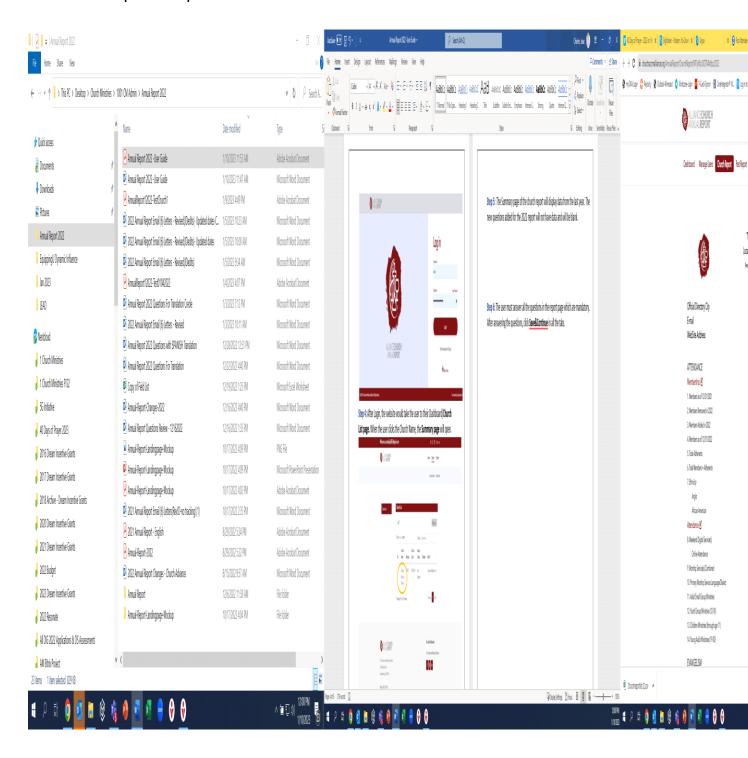
**Step 3:** After registration, **login** into an annual report with your Username and Password.

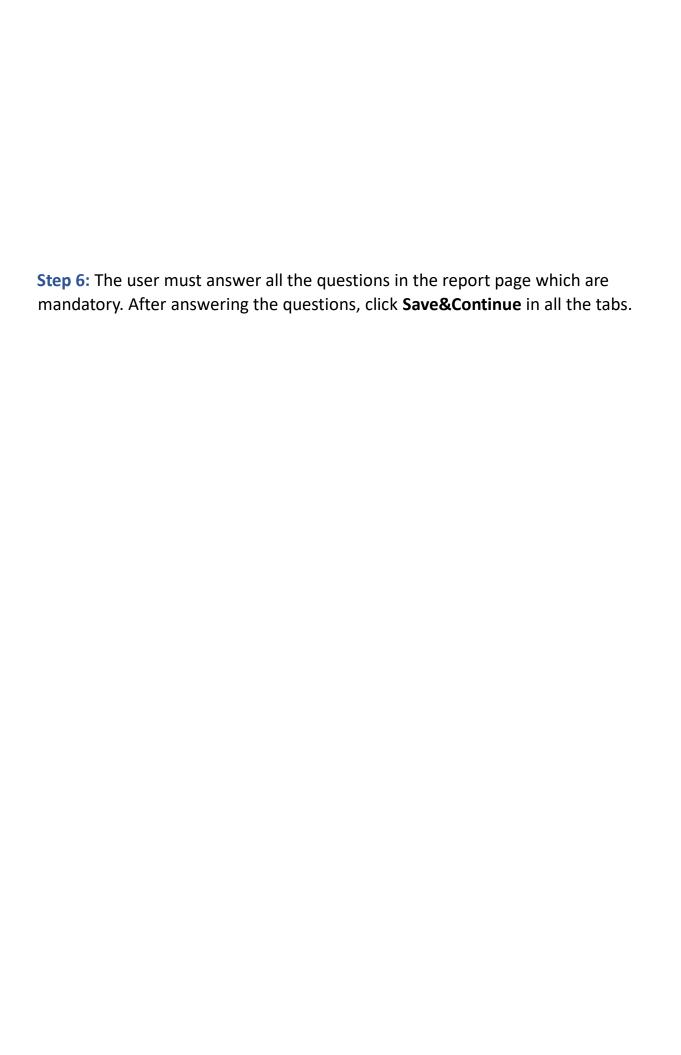


**Step 4:** After Login, the website would take the user to their Dashboard/**Church List page.** When the user clicks the Church Name, the **Summary page** will open.

**Step 5:** The Summary page of the church report will display data from the last year. The new questions added for the 2023 report will not have data and will be blank. Click the button "Edit Report "to launch the data capture forms of the

annual report 2023. You can access the past annual reports by selecting the year from Past Report dropdown.





12



Save & Continue



+ Total Adherents

Equals Total Members + Adherents

The Christian and Missionary Alliance One Alliance Place Reynoldsburg, OH 43068

Phone: (380) 208-6200 Privacy Policy

**Our Social Networks** 

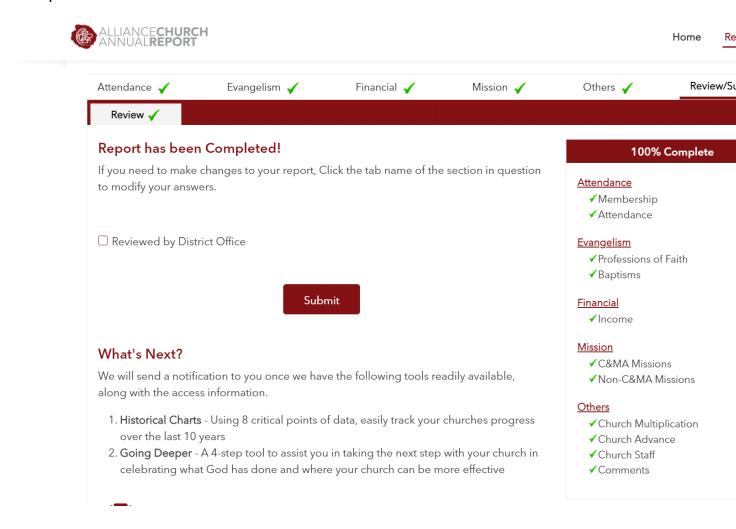
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**Step 7:** After completing all the tabs, in the **Review/Submit** tab, click the **Submit** button. The tabs will show a green check mark when all the questions are completed.



**Step 8:** Once the report is completed, the user can see the summary of Church Report from the Home page. You can print the report using PRINT ICON at the bottom.

