

Mission Connect: Ministry Financials Getting Started

Accessing the Web Site

1. Go to the following web page: <https://umcdata.net/Hol>
2. Locate and click on the link for “Ministry Financials” . This will take you to the website where you may make payments for Health Insurance and Pension. After June 1, you will be able to also enter your church income and pay your tithe and mission payments as well.

The login page should look like this.



Welcome to Ministry Financials.

Please login using the UserName and Password that has been provided to you by the Conference Benefits office to access your benefits statement, current balances, and amounts due.

Please Login

Username

Password

2. Log in using the GCFA # and Ch. ID from the most recent statement that was mailed to you. You may contact the Conference Office at juliegraham@holston.org if you are uncertain of your account login. Your password will not display.

Please Login

Username

Password

Learning about the various features

3. You should then see a page that looks something like this. The benefits items on your page will vary depending on your account.

Include activity through 05/13/2021		Wesley Way UMC [CM] {123456}			
As Of Date	Financial Year	Enter Income		\$ Make a Payment	
05/13/2021	2021				
Pending Payments 0					
Item	Sub-Item	YTD Benefits Billed / Tithes	Cur Month Benefits Billed / Tithe	Year to Date Paid	Balance Due
FSA/DCA	Pastor, Chuck	\$229.16	\$229.16	\$229.16	\$229.16
Medical Insurance	Pastor, Chuck	\$756.00	\$756.00	\$756.00	\$756.00
Vision Insurance	Pastor, Chuck	\$11.00	\$11.00	\$11.00	\$11.00
Med Chr Shr	Pastor, Johnny	\$948.00	\$948.00	\$948.00	\$948.00
Med Chr Shr	Pastor, Suzy	\$948.00	\$948.00	\$948.00	\$948.00
Med Pas Shr	Pastor, Suzy	\$730.00	\$730.00	\$560.04	\$899.96
Pension	Pastor, Suzy	\$705.65	\$705.65	\$705.65	\$705.65
Pre-MC Balance	Wesley Way UMC	\$169.96	\$0.00	\$169.96	\$0.00
1000 TITHE	TITHE	\$10,117.74	\$4,054.71	\$16,829.53	\$0.00
5000 International Advance****	International Advanc...	\$0.00	\$0.00	\$50.63	\$0.00
		\$14,615.51	\$8,382.52	\$21,207.97	\$4,497.77

In the above page, the financial columns are comprised as follows:

YTD Benefits Billed/Tithe - YTD Balance that has been billed or Tithes that have been paid so far

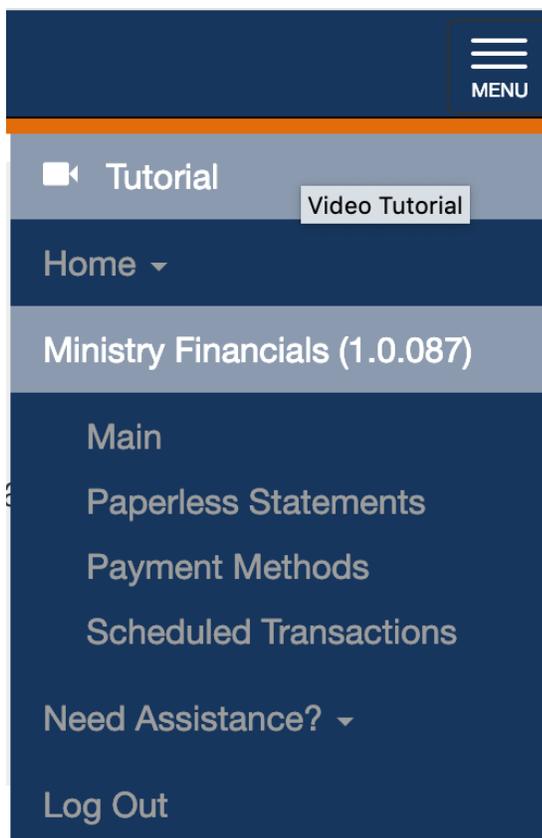
Current Month Billed - Current month billed for each benefit type.

Amount Paid to Date - Total paid in the current financial year for each item listed.

Balance Due - Amount still due for Benefits, calculated as

$$\text{Prior Amount Due} + \text{Current Month Due} - \text{Amount Paid to Date}$$

4. Click the MENU button in the upper right to open the menu. Select the picture of the video camera followed by “Tutorial” to view the video. It will explain each portion of the page. Please note that the tutorial is for several conferences, and parts of it may differ a little from your version.



We highly recommend that you view this video for this page. In particular, please note the following:

- A row for each Benefit type and Participant is listed.
- At the bottom there is a row of totals, *total amount due* at the bottom right.
- The Excel and PDF buttons will print a snapshot of all of the church's accounts as of the current date.
- From the Monthly Statements box on the right, you may download any of the statements listed. The balances there will be the month end balances, which may be different from the current balances shown in the grid if you have submitted a payment since month end and it has been processed.

Making a Payment

To make an online payment, click on the “Make a Payment” button.

Include activity through 04/13/2021
Wesley Way UMC [CM] {123456} ▼

Pay this amount: All \$4,497.77

(check all that apply)

Amount to Apply [Apply to Balances](#)

[Clear All Amounts](#) ▼
[Cancel Payment](#)

Total Payment

Unapplied

Pending Payments 0 ▼

Item	Sub-Item	Prior Amount Due	Current Month Billed	Amount Paid To Date	Balance Due	This Payment Amount
FSA/DCA	Pastor, Chuck	\$0.00	\$229.16	\$0.00	\$229.16	\$229.16
Medical Insurance	Pastor, Chuck	\$0.00	\$756.00	\$0.00	\$756.00	\$756.00
Vision Insurance	Pastor, Chuck	\$0.00	\$11.00	\$0.00	\$11.00	\$11.00
Med Chr Shr	Pastor, Johnny	\$0.00	\$948.00	\$0.00	\$948.00	\$948.00
Med Chr Shr	Pastor, Suzy	\$0.00	\$948.00	\$0.00	\$948.00	\$948.00
Med Pas Shr	Pastor, Suzy	\$0.00	\$730.00	\$0.00	\$730.00	\$730.00
Pension	Pastor, Suzy	\$0.00	\$705.65	\$0.00	\$705.65	\$705.65
Pre-MC Balance	Wesley Way U...	\$169.96	\$0.00	\$0.00	\$169.96	\$169.96
		\$169.96	\$4,327.81	\$0.00	\$4,497.77	\$4,497.77

[Continue](#)

5. We highly recommend that you view the video for this page. Click on the Menu button in the upper right corner, and select the Video Camera icon to view the video.

In particular, please note the following:

- An additional column now appears in the grid, on the far right. This is where you can specify how much money to pay for each benefits item that is due.
- You may select the “All” checkbox beside “Pay this Amount” at the top left. Or you may enter a specific amount that you wish to pay.

When you have entered all portions of your payment and the Total Payment amount is what you intend to pay, click the “Continue” button below the grid on the right.

Completing Your Payment

You may pay by online electronic payment directly from a bank checking or savings account. You may also pay by check.

To pay online...

Creating Your Church Account and Making Your First ACH Payment

If you do not see a number in the Customer ID box to pay by ACH (electronic payment from a bank account), you can set one up when you make your first payment. You will need the bank's routing number and the church's bank account number for the bank account from which you want your payment withdrawn.

Your payment page will look like this.

Payment Details		
Payment Amount	Item	Sub-Item
\$229.16	FSA/DCA	Pastor, Chuck
\$756.00	Medical Insurance	Pastor, Chuck
\$11.00	Vision Insurance	Pastor, Chuck
\$948.00	Med Chr Shr	Pastor, Johnny
\$948.00	Med Chr Shr	Pastor, Suzy
\$899.96	Med Pas Shr	Pastor, Suzy
\$705.65	Pension	Pastor, Suzy
\$4,497.77		

Payment *All Fields Required

Customer ID * [Use existing Customer ID.](#)

Bank Account Type *

Checking Savings

Bank Routing Number (9 digits) *

Bank Account Number *

Payment Amount *

Repeat Payment? *

No, just one time Yes, repeat monthly

Email *

If you do not see a Customer ID in the top box, click the link at the top of the box on the right that says “Need to create a Customer ID?”. Then click the link that says “Create a payment method”. Enter the requested banking information into the fields on the right.

Make a note of your Customer ID. You will use this when making future payments.

Then click “Submit Payment”.

When your payment is successful, a receipt will display that you may print if desired. You will also receive an email receipt at the address entered when making the payment.

To pay by check...

To pay by check, click the Pay by Check button. Your payment page will look like this.

Payment *All Fields Required

Payment Amount *

\$4,497.77

Check Number *

Enter Check Number

This field is required

Email

Enter Email

Submit Payment **Cancel** **Pay By EFT**

- Enter your email address so the office can contact you if needed.
- Click the Submit Payment button. You will receive a document to print and mail in with your payment.

If you need assistance...

- Click the Menu button in the upper right corner of the page. Then click the **Need Assistance?** item. This will give you the choice to contact conference benefits staff, or to select Technical Assistance to submit a Help Desk item to the technical support team.

Thank you for reading through these instructions. And remember to watch the tutorials!