

## Online Document Sharing - UMCAREsplus

*UMCAREsplus (United Methodist Candidacy and Record Entry System)* is a secure, web-based file management software program developed by The United Methodist Church. UMCAREs is a document sharing tool for active candidates, local pastors, and certified lay ministers as they relate to the DCOM. Required documents, written materials, and forms for each conference relationship are detailed in UMCAREs. These documents, written materials, and forms are uploaded into a candidate's account for access and review by all members of the DCOM prior to action being taken. **No paper candidate files are maintained by the DCOM, as all documentation should be uploaded to UMCAREs.**

Each user is responsible for keeping their profile up to date with current contact information. The DCOM Registrar is responsible for creating and maintaining the candidate, local pastor, and certified lay minister accounts on their district, and for placing each candidate/local pastor on the appropriate "track". The Center for Clergy Excellence and BOM Registrar are responsible for creating and managing accounts for district committee members and updating the conference relationship status according to the action reported by the DCOM.

### **Instructions for DCOM Members using UMCAREsplus:**

*(These and other instructions can be found at [www.vaumc.org/UMCAREsplus](http://www.vaumc.org/UMCAREsplus)).*

#### **Step 1:**

DCOM Chair notifies DCOM regarding which candidates are to be interviewed at the next meeting.

#### **Step 2:**

DCOM members login to UMCAREs at <http://www.umcares.org/>

#### **Step 3:**

From the top menu, click on "Search"; if needed, use the advanced search function to find candidates by track or other criteria. Note that the system searches the entire denomination, although you will only have access to those users located on your district.

#### **Step 4:**

Click on the "Track" button for the candidate or local pastor

#### **Step 5:**

Click on the track related to the interview scheduled

#### **Step 6:**

Click on a step title to reveal and open the files that you want to review; DCOM members have access to all documents for every candidate and local pastor related to the district. Candidates have access to all documents that are attached to a step that they have access to view.

Contact [ClergyExcellence@vaumc.org](mailto:ClergyExcellence@vaumc.org) if you have questions or concerns about file security.

#### **Step 7:**

To exit, click on "Log Out" from the menu at the top, left of the screen