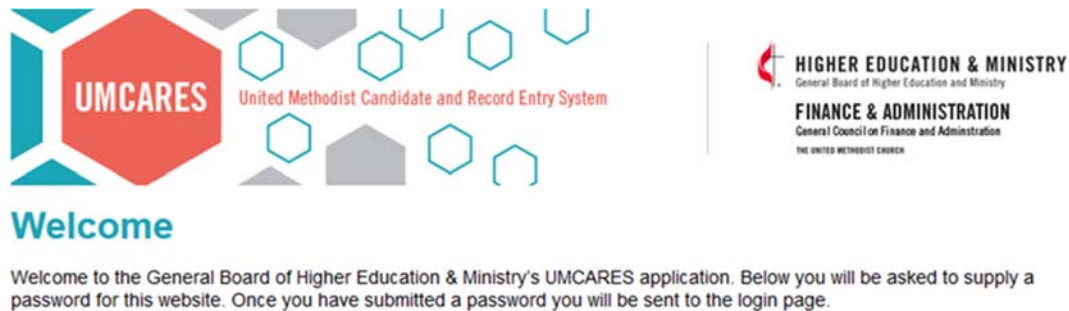


Registering your account

Email invitations are sent from notifications@umcares.org. Please add this email address to your accepted emails (i.e. contact list, address book) or keep an eye out in your emails junk folder.

Open the UMCARES Registration Invitation email and click on the link included in the body of the email.

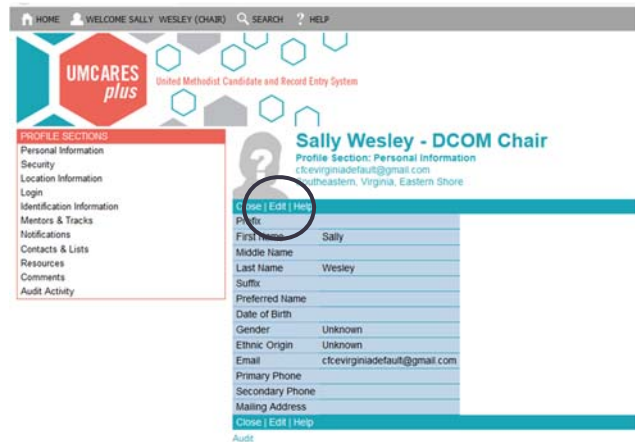
You will be taken to a Welcome screen to create your password according to the instructions provided.



On the home screen, click your name in the gray title bar at the top of the screen.

Then click to Edit your personal information.

- ❖ Please use Change button which will appear in the first line to upload a profile photo/headshot.
- ❖ Complete your full legal name and the preferred name you use, if it is different from your first name (Matt versus Matthew).
- ❖ We would ask that you update your Gender and Ethnic Origin to help us with affinity groups and statistics.
- ❖ Verify your email address is correct. All of the application correspondence as well as correspondence from the District Committee on Ordained Ministry will be sent to that email. It is also your login.



Navigating through the application

The left menu panel and orange header bars will help guide you through your Active Tracks and Responsible Steps or Administration, as appropriate to your user role.

Future Login to UMCARES

The URL address of the site is: <https://www.umcares.org/login.aspx>

Your email address is your login

If you forget your password, you may use the link provided on the login page to reset it. You will receive an email which will include a link allowing you to reset your password.