

Create a ChoG 24/7 Account - Individuals

Go to www.JesusIsTheSubject.org

- Click on the button in the top right-hand corner: “Login to ChoG24/7.”
- Click on “Create Account” on the upper right side next to the login button.
- Provide the following requested information:

Constituent Type	Select Individual
Constituent ID (ConsID)	Your ConsID number can be found on your minister ID card. If you enter your ConsID and receive an error message, continue creating your account without a ConsID. Our staff will be notified to correct the issue. If you don't know your ConsID, create your account without it
Email	Use your current or preferred email address
What if the email you are using is already taken? An email address can only be used on one ChoG24/7 account. If you and your spouse, or you and your church share the same email address, in order for both accounts to be in ChoG24/7, you must establish a new email address for one of your accounts. An email address can be obtained at Yahoo.com (select “Mail,”) or Gmail.com at no cost.	
First and Last Name	
Password and Confirm Password	Create a password using at least 8 characters. Record and store this password for future logins on ChoG24/7

- Click on the “Create Account” button at the bottom of the screen.

Your profile has now been created! Your name appears in BOLD print along with your general information. Look at “click here to update it” to see additional account information. Also check out “Show More Information” to learn more.

If you put in your ConsID, your main information will automatically pull from our database. If there was no match with the ConsID you entered, or if you didn't know your ConsID, you will need to update your profile. This is done by:

- Selecting “Click here to update it.” The Edit Profile screen appears.
- **IMPORTANT NEXT STEP** – you will notice the top line of the Edit Profile screen shows a checkbox to give us permission to publish your information in our annual yearbook. If this box is **not checked**, your information **will not be published** in the yearbook.

- Starting with the *INFORMATION tab*, provide the following information:

Account Information

First & Last Name	These are required fields.
Other Boxes	Complete this information as you'd like

Spouse Information

Information boxes	This section is optional
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Preferred Mailing Address

Address Boxes	This is the address you use to receive mail
Phone	Your most used phone at your mailing address
Fax, International Phone	Optional

Additional Contact Information

Address Boxes	This is used for a seasonal address, misc. address, etc. and is optional
Phone, Fax	This is a phone number associated with the above address
Email	Optional
Address Type	Select the type that is appropriate, this is optional

Published Contact Information (Address that will publish in the Yearbook)

Address boxes	This address is the address that will be published in the annual yearbook . You can opt to have only your address, or only your phone, or only your email; or you can have all information published; address is optional
Phone, Fax	For publishing in annual yearbook, optional
E-mail	For publishing in annual yearbook, optional

Ministry Information

Boxes in this section	Optional
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- SAVE** your information so it is not lost.
- The *ORGANIZATIONS tab* allows you to enter the church where you serve or attend and organizations associated with Church of God Ministries.

Organization	Begin typing the name of your church or organization/agency, and you will be given a list of organizations to select from.
Position, Profession	Select from the drop down box
Start and End Dates	Record your beginning and ending dates for your organization here. You will see that information with an ending date drops into the Membership History tab

You have now completed the process of creating your account on CHOg 24/7!

Within your profile account you are now able to update, make changes or add additional information anywhere at any time. You will be able to register for upcoming events, and view and print receipts for donations made to Church of God Ministries. CHOg 24/7 will become your portal into the Church of God and be an amazing resource to you and your ministry. That's why it was named ChoG 24/7!

Create a ChoG 24/7 Account - Organizations

Go to www.JesusIsTheSubject.org

- Click on the button in the top right-hand corner: "Login to ChoG24/7."
- Click on "Create Account" on the upper right side next to the login button.
- Provide the following requested information:

Constituent Type	Select Organization if you are a church or an agency
Constituent ID (ConsID)	If you enter your ConsID and receive an error message, continue creating your account without a ConsID. Our staff will be notified to correct the issue. If you don't know your ConsID, create your account without it
Email	Use your organization's current or preferred email address
What if the email you are using is already taken? An email address can only be used on one ChoG24/7 account. If you and your church share the same email address, in order for both accounts to be in ChoG24/7, you must establish a new email address for one of your accounts. An email address can be obtained at Yahoo.com (select "Mail,") or Gmail.com at no cost	
Organization Name	Type in the name of your church or organization
Password and Confirm Password	Create a password using 8 characters. Record and store this password for future logins on ChoG24/7

- Click on the "Create Account" button at the bottom of the screen.

Your church profile has now be created! Its name appears in BOLD print along with your general information. Look at "click here to update it" to see additional account information. Also check out "Show More Information" to learn more.

If you put in your ConsID, your main information will automatically pull from our database. If there was no system match with the ConsID you entered, or if you didn't know your ConsID, you will need to update your profile. This is done by:

- Selecting “Click here to update it.” The Edit Profile screen appears.
- On the *Information tab*, provide the following requested information under the **Account Information** section:

Federal EIN	Add your Fed EIN
Other Boxes	Complete the other boxes in this section as you have this information

- In the **Physical Address** Information section, complete these boxes:

Address Boxes	Input the actual address/physical location of your church/agency
Phone, Fax	Record your church/agency phone and/or fax numbers
International	Record your international phone if applicable

- In the **Mailing Address** section, complete these boxes:
(You may select the “Same As Physical Address” box if it applies)

Address Boxes	Input the mailing address of your church/agency
Phone, Fax	Record your church/agency phone and/or fax numbers
Email	Record your church/agency email address, though optional an email address is important for us to communicate with you

- The **Statistics** section allows you to enter church statistical information. Please enter this information as you have recorded it for your local church referencing. This section is not required information, but certainly informative.
- **SAVE** your information so it is not lost.
- On the *Staff tab*,
- Provide the following information:

Name	Enter the first and last name of a staff member, and you will see a search of the database occur to bring up your staff member's name. Select it. If a person's name does not appear this means the person has not created an account in ChoG24/7 yet, and will have to do so before you are able to add them as a staff member to your church
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Position, Profession	Select the best option from the drop down box
Add Individual	If you have more than one staff member to add, click this box so that you are given more boxes to complete for your entire staff
Pending	If an individual has selected your church as a staff relationship, this views as pending until the church verifies the relationship
Verified	If the church verifies an individual as a staff member, their name will appear in the Verified box

You have now completed the process of creating your church profile/account on ChoG 24/7!

Within this profile, your church is now able to update, make changes or add additional information anywhere at any time. You will be able to register for upcoming events. View and print receipts for donations made to Church of God Ministries. ChoG 24/7 will become your portal into the Church of God and be an amazing resource to you and your ministry. That's why it was named ChoG 24/7!