## ASR/LCSR Report Login Instructions

Step 1

If you are a new user, the email you received contains your user ID and password (If you are a returning user, the email contains your user ID). You will also find the link to your ASR/LCSR and login resources in case you need help.

Step 2

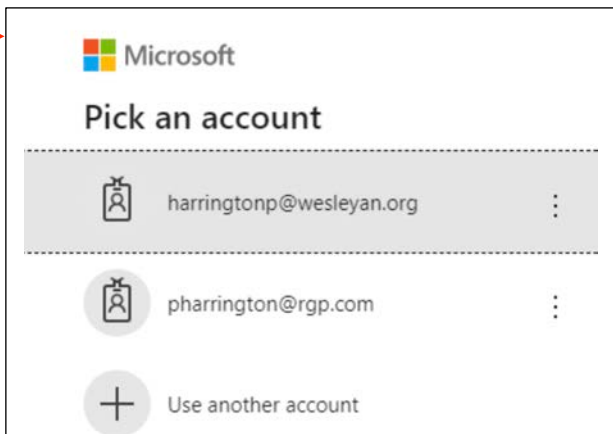Click on the report link. ⟶ → https://wes.life/BeginReporting2020

If you cannot open the link, copy this address and paste it into your web browser. Then press enter/return on your keyboard.
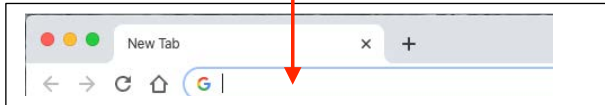
Step 3
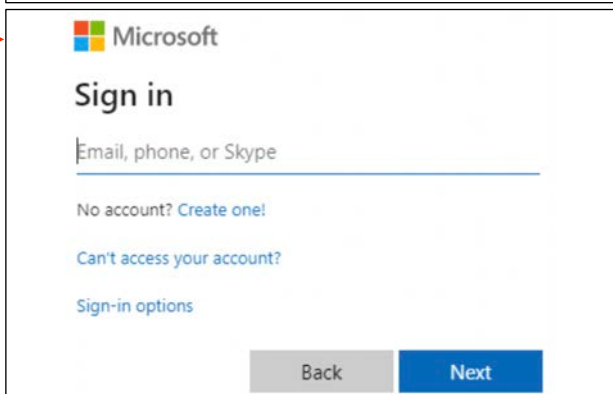
PLEASE NOTE: You will see **one** of two screens.
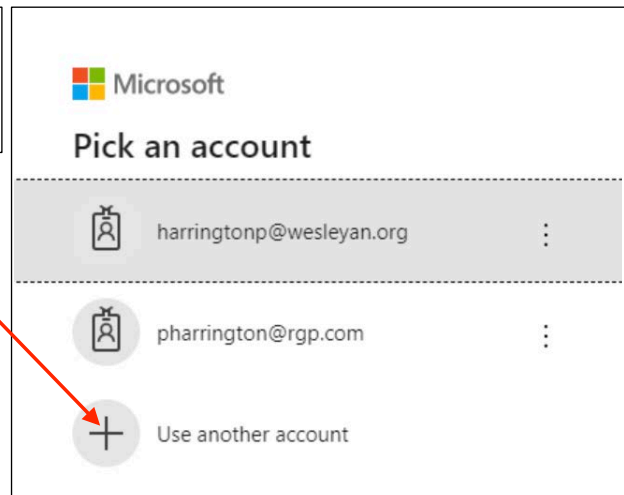
If you see this screen, proceed to Step 4. →

Microsoft

Pick an account

harringtonp@wesleyan.org

pharrington@rgp.com

Use another account

If you see this screen, proceed to Step 5. →

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Sign-in options

Back   Next
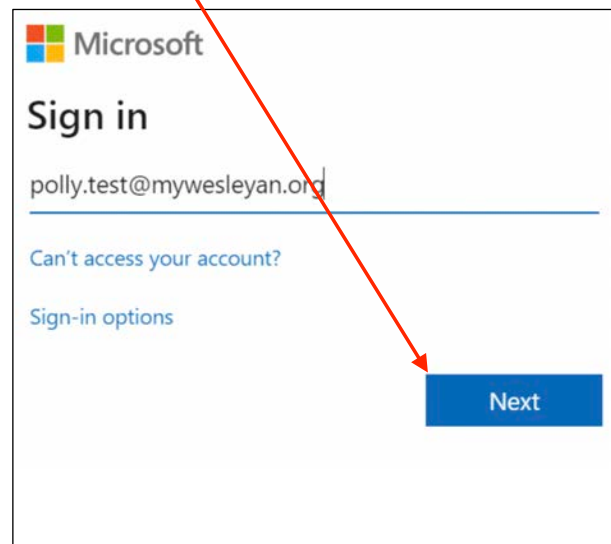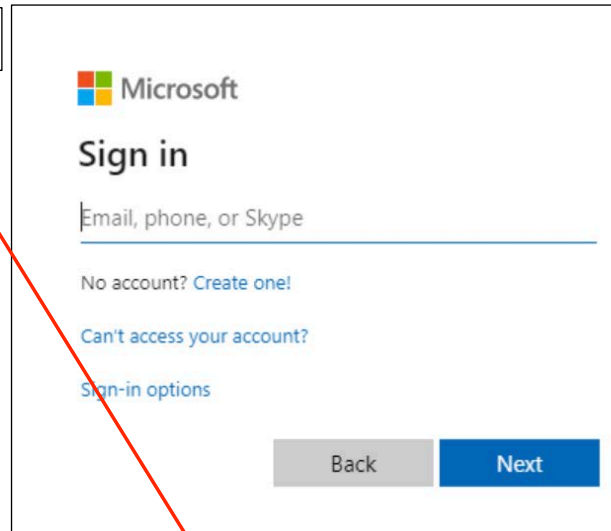
Step 4

A window will appear showing all user accounts you have used on your chosen browser. Click on **Use another account**.

■■ Microsoft

Pick an account

▯ harringtonp@wesleyan.org ⋮

▯ pharrington@rgp.com ⋮

+ Use another account

Step 5

Sign in with your **user ID** and click **Next**.

■■ Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Sign-in options

Back   Next

■■ Microsoft

Sign in

polly.test@mywesleyan.org

Can't access your account?

Sign-in options

Next

Step 6

Enter your password here. Click **Sign In.**	**Microsoft** ← polly.test@mywesleyan.org **Enter password** ••••••••
If you have forgotten your password, click here to go to our resource page where we have a video and PDF titled *What If I Forgot My Password.*	Forgot my password Sign in

Step 7

If you are a returning user, you will see a screen that is consistent with **Step 16** or **Step 17**. Go to the step that applies to you and proceed accordingly.

If you are a new user, you are now prompted to set a password of your own choosing. First, enter your temporary password in the line marked Current password.

Next, enter a new password of your own choosing. Passwords chosen *must*:

- Be a minimum of eight (8) characters in length
- Contain at least one (1) character from three (3) of the following categories:
  - Uppercase letter (A-Z)
  - Lowercase letter (a-z)
  - Digit (0-9)
  - Special character (~`!@#$%^&*()+=)

Passwords chosen *must not*:
- Contain a common proper name, login ID, email address, initials, first, middle or last name.

Once you have confirmed your new password Click **Sign in.** Then click **Next**.

Microsoft

polly.test@mywesleyan.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Microsoft

polly.test@mywesleyan.org

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

Step 8

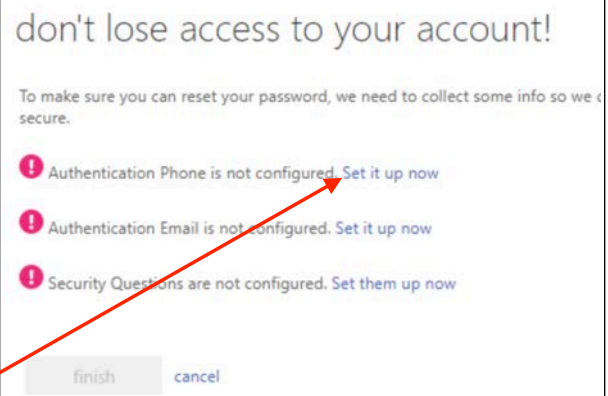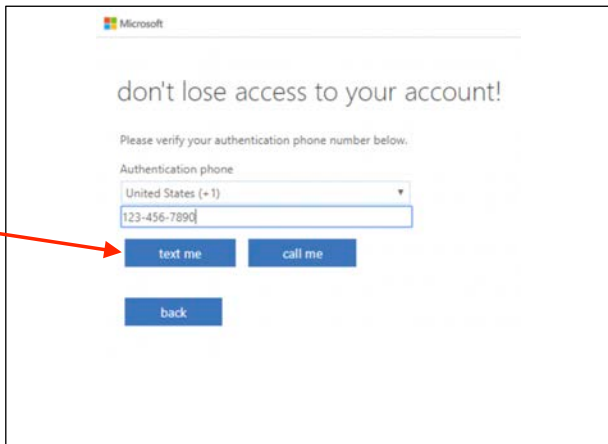| Select at least one of the three authentication methods and follow the instructions to complete.

If you select **Authentication Phone**, follow steps 8-11.
If you select **Authentication Email**, follow steps 11-13.
If you select **Security Questions**, follow steps 13-15.

Here is an example of completing the **Authentication Phone**.

Click **Set it up now**. | |

Step 9

| Select your country from the drop-down box under the words, authentication phone. Enter your phone number. Click on either **text me** or **call me** to receive your verification code. | |

Step 10

| Enter the code you receive. Click **verify.** | |

Step 11

You may enter another authentication type or simply click **finish** and go to **Step 16.**	**Microsoft** don't lose access to your account! Thanks! We'll use the info below to recover your account if you forget your pa ✓ Authentication Phone is set to +1 3173454898. Change ❗ Authentication Email is not configured. Set it up now ❗ Security Questions are not configured. Set them up now **finish** cancel
If you want to do **Authentication Email**, click **Set it up now**, and proceed to the next step. If you want to do **Security Questions**, click **Set it up now**, and proceed to **Step 14**.	

Step 12

Enter the email address you wish to use for authentication.	don't lose access to your account! Please verify your authentication email address below. Don't use your primary work or school email. Authentication Email Enter your authentication email address email me **back**
If you see the following screen with the message, "Don't use your work or school email address, because you won't have access to it if you forget your password," enter a different email address.	don't lose access to your account! Please verify your authentication email address below. Don't use your primary work or school email. Authentication Email harringtonp@wesleyan.org email me Don't use your work or school email address, because you won't have access to it if you forget your password **back**
Click **email me.**	don't lose access to your account! Please verify your authentication email address below. Don't use your primary work or school email. Authentication Email harringtonp@wesleyan.org email me **back**
A verification code will be sent to your authentication email. Open the email and type the six-digit code into the verification code box. Then, click **verify.**	don't lose access to your account! Please verify your authentication email address below. Don't use your primary work or school Authentication Email polly.harrington@gmail.com email me We've sent an email message containing a verification code to your inbox. 146511 verify try again **back**

Step 13

You may select Security Questions or click **finish** and go to **Step 16.**

If you want to do **Security Question**, click **Set it up now** and proceed to the next step.

don't lose access to your account

Thanks! We'll use the info below to recover your account if you forget yo

✅ Authentication Phone is set to +1 3173454898. Change

✅ Authentication Email is set to polly.harrington@gmail.com. Change

❗ Security Questions are not configured. Set them up now

finish   cancel

Step 14

Important Note: You must select and complete answers to all five questions.

Click on the
drop-down arrow
beside each question.

don't lose access to your account!

Please select questions to answer below.

Security question 1

❗

Security question 2

❗

Security question 3

❗

Security question 4

❗

Security question 5

When you have completed all five security questions and responses, click **save answers**.

Security question 3

What is your father's middle name?

Eugene ✅

Security question 4

In what city was your first job?

travel agent ✅

Security question 5

What is the last name of your favorite teacher in high school?

hayden ✅

save answers

Step 15

Click **finish.**

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page

✓ Authentication Phone is set to +1 3173454898. Change

✓ Authentication Email is set to polly.harrington@gmail.com. Change

✓ 5 Security Questions are configured. Change

finish   cancel

Important Note: If you receive a message informing you that your sign in timed out, simply enter your password, (If you are a new user, it is the password you just setup for yourself), and click **Sign in**.

▦ Microsoft

← polly.test@mywesleyan.org

Enter password

Sorry, your sign-in timed out. Please sign in again.

Password

Forgot my password

Sign in

Step 16

Click on the **check box** next to the words, **Don't show this again**, then click **Yes.**

▦ Microsoft

polly.test@mywesleyan.org

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

Step 17

You are in! You may see one or both reports under My Forms. Click **Edit** in the box with the report you wish to edit for 2020.

Important Note: You will see your district's ASR and/or LCSR reports when opened by your district. Note that the ASR and LCSR reports may open on different dates. If you need your open date, contact the district office.

My Forms

Local Church Statistical Report - Rogers

Status:	Due Date:	
Not Started	12/31/2020	**Edit**

Annual Service Report - Rogers

Status:	Due Date:	
Not Started	12/31/2020	**Edit**

Step 18

It may take a few seconds for your report to load. Once the report loads, complete your responses to the questions.

Helpful Hint: As you complete your report, click the **save** button often. Saved information will be available if you need to complete your report in more than one session. Unsaved information will be lost.

Annual Service Report - Pastor - Grant Rogers

Please scroll through to complete all information and then click submit at the bottom of this form. Print this form at any time by pressing the document button at the top of this screen. Save progress to complete at a later time by clicking the Save button at the top of this screen.
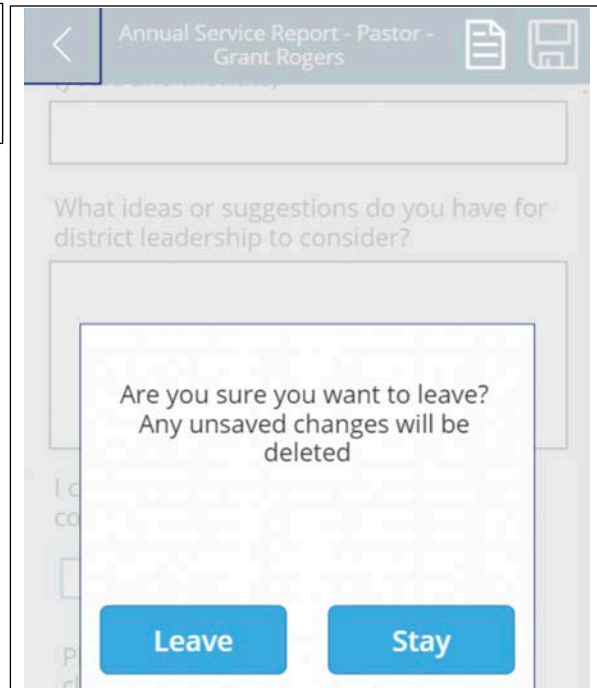
* indicates a required field

User Information

Name: Grant Rogers

Mailing Address: , , ,

Step 19

Important Note: If you click the back arrow at any time while you are completing your report, you will see the following message:	

Important Reminder: Before you leave the report, be sure to save your responses (see step 22). Saved information will be available if you need to complete your report in more than one session. Unsaved information will be lost.

Click **Leave** if you want to exit the report and complete it later. Click **Stay** if you want to keep working on your report now.
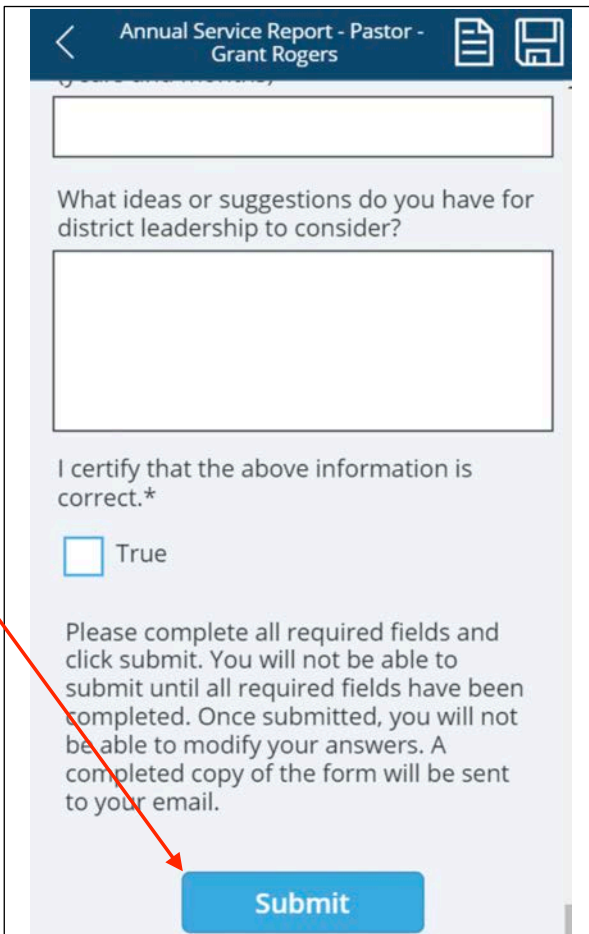
Step 20

When you have completed all required fields, click **Submit**.

Important Note: The report will not submit if any required fields are not completed.

Step 21

After your report submits successfully, you will receive this message.	 **‹** **Thank You** Your information has been successfully submitted
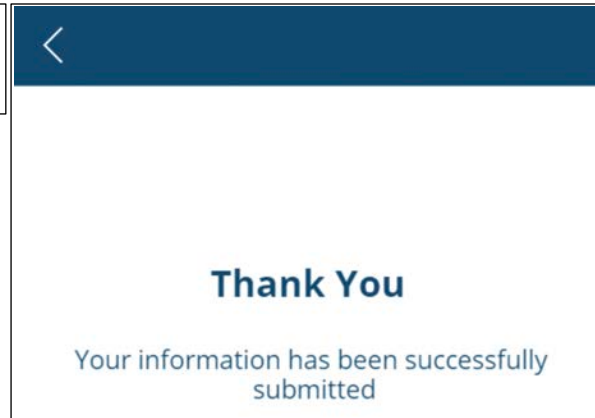
Once you submit your report, you will receive an email confirmation with your responses. **Important Note:** Print and/or save the email, so you have it for reference. You **will not** have another opportunity to print later.	**Annual Service Report - Pastor - Grant Rogers** **User Information** Name: Grant Rogers Mailing Address: , , , Home Address: , , , Home Phone: Cell Phone: Work Phone: Fax: Email: Gender: Birthdate: 2/21/1975 If any changes need to be made to the information above, please provide them here **Labors** Have you sought faithfully by your personal dealings and by your public ministry to lead sinners to a saving knowledge of Jesus Ch To lead believers into the experience of entire sanctification?*