

TITHES AND OFFERINGS REPORTING SYSTEM

TERMS AND CONDITIONS OF USE

Please read carefully before you sign

Thank you for your willingness to use the web-based Tithes and Offerings reporting system. This system has been designed to assist you to complete a number of the required recording and reporting functions on-line.

As a user of the system it is important to understand the key terms and conditions associated with the use of the system. Please take the time to read this information, before completing the request for access at the end of this document.

1. Acceptance of Terms of Use and Amendments

Each time you use this web-based Tithes and Offerings reporting system, you agree to abide by these terms of use and any amendments that are made and notified to you over time.

2. Our Service

While every effort has been made to ensure that the system will perform the functions for which it has been designed, we cannot guarantee that it is free of any defects. However, if any faults are detected we will work to rectify them.

Minimum hardware and operating system requirements are necessary to run the system, and we anticipate that the system should perform adequately if your operating environment complies with these requirements. However, we cannot guarantee successful operation of the system if it does not comply with these minimum specifications.

For any user support please contact your local conference office.

3. Your Responsibilities and Registration Obligations

In order to use the electronic Tithes and Offerings reporting system, you must request access from the Conference Office. You agree to provide truthful information when requested. When registering, you explicitly agree to these terms of use.

4. Privacy Policy

Registration data and other personally identifiable information that we may collect is subject to the terms of our Privacy Policy. A copy of the Privacy Policy is available at <http://corporate.adventistchurch.com/privacy/>. You can contact SPD Limited by mail: The Privacy Officer, Seventh-day Adventist Church (SPD) Limited, Locked Bag 2014, Wahroonga NSW 2076; by phone +61 2 9847 3333; by fax +61 2 9489 0943; and by email spd.info@adventist.org.au.

5. Registration and Password

You have requested access to use the Tithes and Offerings system as a tool to assist you in performing your duties. Access to the system is provided via a myAdventist profile.

You accept responsibility for all use of the electronic Tithes and Offerings reporting system using your myAdventist profile and for preventing unauthorised use of your profile. You agree to immediately notify the conference office if you believe there has been any breach of security such as the disclosure, theft or unauthorised use of your username and password. You should never leave the computer you are using without logging out first.


Tithes & Offerings – Access required
A. Define Role (User may have more than 1 role)

Local Church Treasurer	<input type="checkbox"/>	Union Administrator	<input type="checkbox"/>	Division Treasury Staff	<input type="checkbox"/>
Local Church Assistant Treasurer	<input type="checkbox"/>	Union Treasury Staff	<input type="checkbox"/>	Auditor	<input type="checkbox"/>
Conference Administrator	<input type="checkbox"/>	Division Administrator	<input type="checkbox"/>	Reporting	<input type="checkbox"/>
Conference Treasury Staff	<input type="checkbox"/>				

B. User details

Adventist Technology have made it a prerequisite on the Tithes and Offerings new user application to have a *myAdventist profile with a verified mobile number*. This will allow you to use two factor authentication, for improved security. To enable two-factor authentication, click and follow the instructions in these links:

Using authenticator app: <https://kb.myadventist.org/x/MQC5BQ>

Using SMS: <https://kb.myadventist.org/x/VgC5BQ>

New profiles can be created at <https://myadventist.org/profile/new/ssportal/1>

Church / Entity	
First Name	
Last Name	
Role / Position	
Mobile	
Mobile Verification Code (required) Instructions at https://kb.myadventist.org/x/cgK5BQ	Note the Verification Code starts with a V, if the user has no mobile number then please contact your conference who can help you with the setup of two-factor authentication.
Year of Birth (required)	YYYY
myAdventist* email (required) If you already use eGIVING or CMFonline then you will already have a myAdventist profile.	

I the applicant have read this document and understand that my signature constitutes my acceptance of the terms of the agreement. I understand that a password will be allocated to me and that it is only to be used by me.

I confirm that myAdventist email address (shown above) is not shared with any other user and confirm that I have verified my mobile number (shown above) on the myAdventist website.	User signature
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	First name & Surname	Email Address	Signature	Date
Applicant's:				DD-MM-YYYY
Pastor/Head Elder:				DD-MM-YYYY
Administrator's:				DD-MM-YYYY