

How to Log into NetSuite and Fill Out Your ABC Cooperating Church Annual Report

Step 1

You will receive an email from the Denomination. The email will be from nlmailer@notification.netsuite.com



Step 2

Click on Set NetSuite Password.

[Set NetSuite Password](#)

Step 3

It will take you to this page and to set your password and create your account.

A screenshot of the NetSuite password creation page. At the top is the Oracle NetSuite logo. Below it is a blue bar with the text "Please enter your new password now." To the right of this bar is a "Password Criteria" section with two items: "Does not contain illegal characters" and "New passwords match", each with a red "X" icon. Below the blue bar are two input fields: "New Password" and "Confirm Password". At the bottom left is a blue "Continue" button.

Step 4

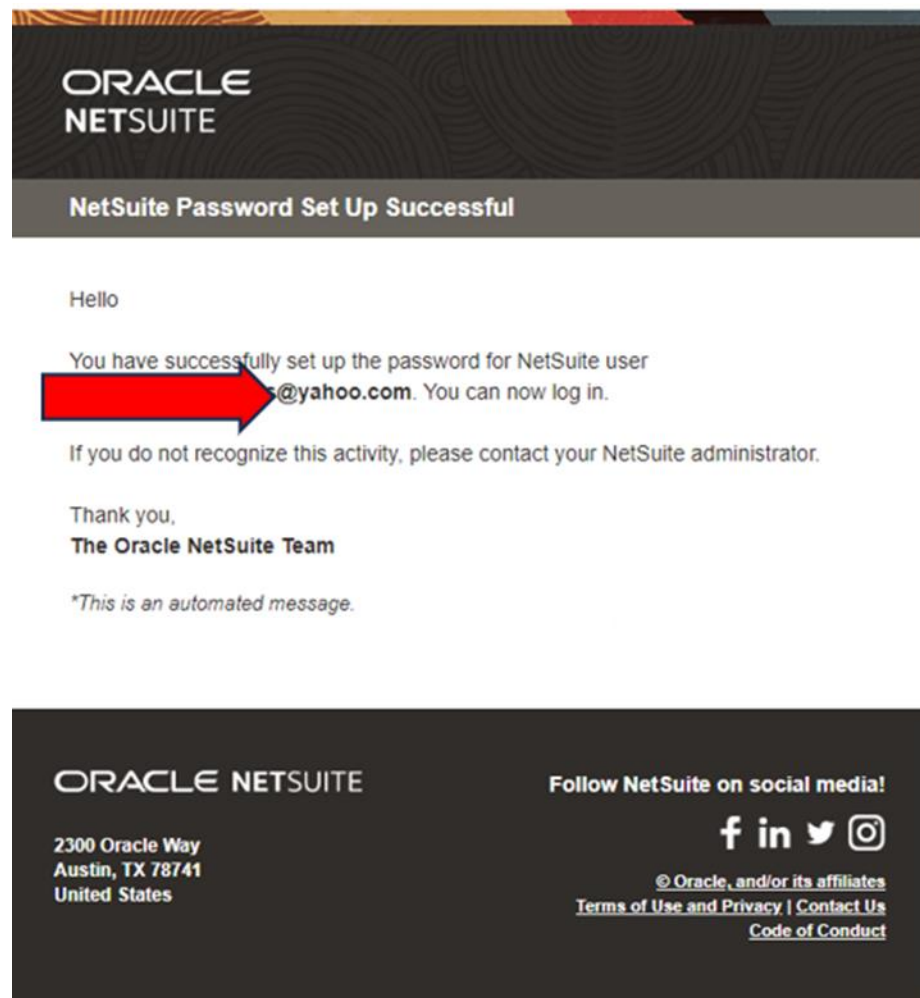
It will take you to this page and state the password has been set up. Close the page. It will take you back to the Invitation email. You can log in on the second link where it says...URL found HERE. Click on the word HERE. Or you can skip to Step 6 and log in from that link.

ORACLE NETSUITE

Your password has been set. Now you can log in.

Step 5

After setting the password, the church will receive an email. It will confirm that the password is set.



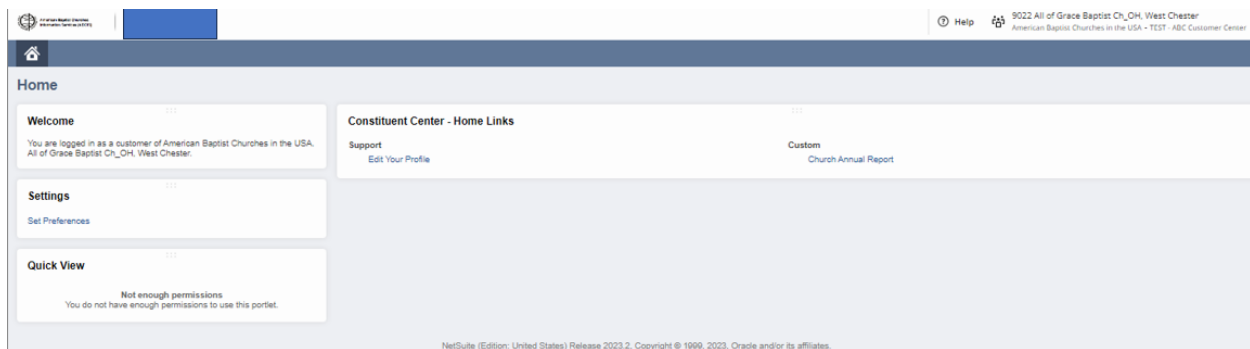
Step 6

After setting the password. The church can use the second link on the invitation email where it says "HERE" or you can utilize this link to log into NetSuite:

<https://6649574.app.netsuite.com/app/login/secure/privatelogin.nl?c=6649574>

You may want to Bookmark this link.

After logging into NetSuite with the username and password, you will see the home dashboard below:



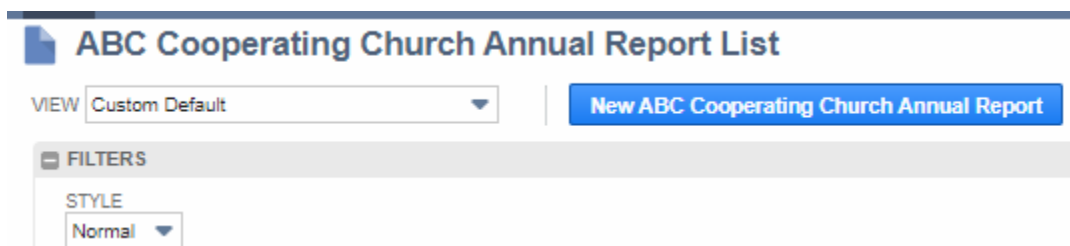
Step 7

Click on Church Annual Report

Custom
Church Annual Report

Step 8

Click on New ABC Cooperating Church Annual Report



Step 9

Under the heading “Church Annual Report***Year, please confirm that your church and the year are correct. If your church does not appear under the “Constituent” field, use the dropdown arrow to select your church; do the same in the “Annual Year” field. The year you are entering data for is 2023

Church Annual Report *** Year			
ANNUAL YEAR *	FORM RECEIVED DATE	CONSTITUENT 35825 Best Church in the World First Baptist Church	<input type="checkbox"/> INACTIVE
1			CUSTOM FORM * ABC Cooperating Ch... Annual Report Form
Church Annual Report *** Membership			
TOTAL MEMBERSHIP *	NEW MEMBERS BY BAPTISM	LOST MEMBERS BY DEATH	
RESIDENT ACTIVE MEMBERSHIP *	NEW MEMBERS BY LETTER	LOST MEMBERS BY LETTER	
RESIDENT INACTIVE MEMBERSHIP *	NEW MEMBERS BY OTHER	LOST MEMBERS BY OTHER	
Church Annual Report *** Church Ministry Interests Outreach to Community (NEW)			
CHURCH MINISTRY INTERESTS (NEW) *Type & tab for single value*	CHURCH COMMUNITY OUTREACH ACTIVITIES (NEW) *Type & tab for single value*	<input type="checkbox"/> CHURCH WOULD LIKE TO BE MENTORED DETAILS FOR BEING MENTORED	<input type="checkbox"/> CHURCH IS OPEN TO MENTORING CHURCHES DETAILS FOR MENTORING ANOTHER CHURCH
Church Annual Report *** Average Weekly Sunday/Church School Attendance Meeting Attendance			
TOTAL AVERAGE ATTENDANCE	PRESCHOOL	YOUNG ADULTS	MEETING ATTENDANCE
	ELEMENTARY	ADULTS	
	YOUTH		
Church Annual Report *** Average Weekly Worship Attendance			
TOTAL WORSHIP	MORNING/PRIMARY SERVICES	AFTERNOON/EVENING SERVICES	
Church Annual Report *** Finances - Budget			
CAPITAL EXPENSES BUDGET	LOCAL EXPENSES BUDGET	MISSION BUDGET	

Step 10

Update the information on the page and click on SAVE afterwards.



Step 11

Please email dveselicky@abcopad.com to confirm your Cooperating Church Annual Report has been completed and is in the system.