

Registration Process (ACLR)

<https://my.paoc.org/church-enrol>

New portal user ACLR instructions:

1. Please provide the following information to create a new portal account that is associated with your church:

- Church ID number
- Church code – Please check the ACLR instructions you received in the mail for this code
- Your first name
- Your last name
- Your phone number
- Your job title
- A valid e-mail address that is unique to you
- A user password that is at least 8 characters and must contain:
 - one number,
 - one uppercase character,
 - one lowercase character,
 - and one of the following non-alphanumeric characters: !@#\$\$%^&*

2. Click Submit

3. Check the e-mail address you provided for confirmation of portal registration

4. Proceed to <https://my.paoc.org> and log in with your e-mail address and your created password

5. After logging in, select “Church”

6. In the left-hand menu, select “ACLR”

7. Click on the record labeled with the correct Church and Fiscal Year to start the ACLR survey

Full registration instructions that were provided to users by print/e-mail:

1. Go to <https://my.paoc.org/church-enrol>

2. Enter and Submit the following information:

- Church ID: 000000
- Church Code: assigned and shown on the Account Management form
- User First Name
- User Last Name
- User Phone
- Job Title
- User unique Email

- Create new User Password
3. Click Submit
 4. You will receive a confirmation email in your inbox
 5. Go to your email and click on the confirmation link to complete the registration
 6. Proceed to log in at <https://my.paoc.org> with your email and password.
 7. Enter the Church Portal to continue with the ACLR process