

## CREDENTIAL PORTAL INSTRUCTIONS FOR ONLINE CREDENTIAL RENEWALS

Welcome to the new Credential Portal. This site will allow credential holders to:

- Renew credentials online each year
- Update profile
- Submit annual ACLR report (Senior Pastors only)

If you have already registered for the portal to complete an ACLR, see “Login Information”

If you are a new user, see “Registration Process”

### LOGIN INFORMATION

- Site URL: <https://my.paoc.org>
- **Username:** Individual’s E-mail Address
- Existing portal user Credential Renewal instructions:
  1. After logging in, select the **Credentials** icon.
  2. In the left-hand menu, select **Pending Renewals**.
  3. Click the blue **Credential Code** link next to your pending renewal to complete the form.

### REGISTRATION PROCESS

- **Site URL:** <https://my.paoc.org/cred-enrol>
- **New portal user Credential Renewal instructions:**
  1. Verify your registration by entering your Credential ID number and Date of Birth (MM/DD/YYYY). Then enter the code from the image on the screen and click **Register**.
  2. Enter a valid e-mail address that is unique to you in the "Primary Email" field.
  3. Create 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: **!@#\$\$%^&\***
  4. Email verification required. To complete this process, click on the confirmation link sent from **Dynamics Admin** to the email you provided.
  5. Once your email is verified, you will be directed to Confirm Credential Portal Registration on the website by clicking **Confirm Registration**.
  6. After your registration is completed, you will be able to log in to <https://my.paoc.org>. Save this link in your “Favorites” to return to anytime!
  7. After logging in, select the **Credentials** icon.
  8. In the left-hand menu, select **Pending Renewals**.
  9. Click the blue **Credential Code** link next to your pending renewal to complete the form.

**Note for Global Workers and Mission Canada Workers: The Credential Portal is enabled in your Portal View and you can opt to pay using your approved PAOC Budget.**