

Ministers and Representatives

Ministers and church leaders will find AG Giving offers the options they need to pay dues and give on behalf of a church. Though by default all pastors may give on behalf of their church, other church leaders may be given permission to perform these functions too. Below you will find the information you need to understand these processes and obtain the knowledge to utilize AG Giving to its fullest potential.

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Minister's Dues

Ministers may wish to set up their annual dues as recurring monthly debit or credit card contributions. This will ensure dues will be paid on time, and you will avoid paying a lump sum at the end of the year. To do this, find the ledger to which your dues should be credited by typing "dues" and the year in the Search box; then click Search.

Once you have found the appropriate ledger, click Give Now. Note that if dues for the current year have been paid, then dues paid during the months of November and December will be credited towards the following year's dues.

Search for Ministry Name or ID

dues 2017

To contribute to a ministry, missionary, or project enter the ministry name or ministry number in the field above and then click "Search".

 **MIN CONTRIBUTION/DUES 2017**
Ministry ID: 100097

To find the appropriate ledger, type *dues* and the year in the Search box and click Search. Once the ledger is found, click Give Now.

In the next screen, set up your monthly contribution for the correct amount based on your credential type. For questions regarding how much you currently owe in dues, you may retrieve your balance from Secretariat by emailing secretariat@ag.org or calling the Secretariat office at 417-862-2781 ext. 3235. You will also need to specify your minister account number in the Auxiliary ID field. If making a contribution for another minister or if giving on behalf of the church, make sure the minister number is accurate as this ensures credit is given to the correct minister.

MIN CONTRIBUTION/DUES 2017 Ministry ID: 100097

\$200 \$100 **Step 1** \$ **Other**

GIVING OPTIONS

Auxiliary ID: **Step 2**

Comments What should I type here?

Step 3

To set up the contribution:

1. Specify the amount based on your credential type.
2. Enter your minister account number in the Auxiliary ID field. This ensures the dues are credited towards your account.
3. Click Setup Recurring Gift.

Note that if you do not specify an end date during the checkout process, contributions will be automatically rolled over and credited to the next year's ledger once dues for all preceding years have been paid.

You will now be taken to the Cart area where you can proceed to checkout or continue giving to other ministries. For more on these steps, see the information outlined in the Site Guide on the Help page of AG Giving.

Creating Account Representatives

By default, pastors have the ability to give on behalf of themselves or the church. If a pastor gives on behalf of themselves, all contributions will be receipted to them personally. Alternatively, if they give on behalf of the church, the church will be credited for the gift. If desired a church secretary, associate pastor, or church member may also give on behalf of a church by being designated as an account representative. To accomplish this, the person must first have an AG Passport account.

If the desired individual does not have an account, they will need to go to agpassport.ag.org to begin this process. Note that a donor or GPH number is required to fill out this form. If a donor number is needed, you may also begin this process by following the directions below. Requesting a donor number may take 1-3 business days. For questions about whether you have a donor number or if you would like assistance with this process, email agpassport@ag.org.

AG Passport Login

Username:

Password:

Login [Forgot Login?](#)

Step 2

Not Yet A Member?
- [Sign up](#)

Forgot Login?
- [Retrieve Login Information](#)

AG Passport Signup

There are various types of AGPassport accounts available. Please read the descriptions and instructions below before proceeding with the signup.

District & Fellowship - Official AG District and Fellowship AGPassport logins are only available to authorized officials. If you need access to a District or Fellowship login, please contact us for approval and assistance.

Church - Official AG churches can access the church website project, online Annual Church Ministries Report "ACMR", etc. Use the church AG account number to set up this type of login.

Layperson - A non-credentialed layperson can access various sites relating to their area of responsibility within the church. Once you have your account set up, you may have to request permissions from the appropriate ministry department at the National Office before your access is made available.

AG Missionary - Official AG missionaries will be given access to various World and U.S. missions related sites, as well as the website setup project. (AGWM Missionaries will have an AGPassport account created for you and you will be notified.)

Other - There are various other secure accesses available to our constituency and are usually based on invitation from a ministry department at the AG National Office, your AG church, or district office. If you have been notified of an access that should be available to you and you need assistance setting up your account, please feel free to [click here](#).

Step 3

AG Passport Signup

To Sign-up you must have an Official Name and Address account number registered with the Assemblies of God. If you have forgotten your account information or wish to inquire about setting one up please [click here](#)

Please register a username of your choice to be used to access AGPassport.

Your account requires a strong password. Please ensure your password contains the following:

- Password will contain at least (1) upper case letter
- Password will contain at least (1) lower case letter
- Password will contain at least (1) number or special character
- Password will contain at least (8) characters in length
- Password will not contain spaces

Requested Username:

Requested Password:

Re-enter Password:

GCAG/GPH Account:

Email Address:

Confirm Email Address:

Signup

Step 4

To create an AG Passport account:

1. Go to agpassport.ag.org.
2. Click *Sign up*.
3. Click Continue.
4. Fill in the desired information or click the *click here* link to request a donor number.
5. Click Signup.

The account has now been created. You will need to give your AG Passport username to your pastor in order for them to complete this process.

Once the AG Passport account is set up, the pastor can log into his AG Giving account and add the representative to the church.

Account Selection

Which account would you like to view?

You have access to multiple accounts, including your own personal giving information. Please select the account below that you'd like to view. If you would like to view a different account later, just logoff and log back on in order to see these options again.

Your Personal Account

[View Now](#)

Other Accounts You Have Access To

Assembly of God [View Now](#)

I would like to authorize an account representative to [manage this account](#)

Step 2

To add the representative:

1. The lead pastor needs to sign in to AG Giving using his or her minister login.
2. Click the *manage this account* link.
3. Type the representative's AG Passport username and click Add.

The representative may now begin giving on behalf of the church.

Add a New Account Rep

In order to add an account representative, you must know the AGPassport username of the person you wish to add.

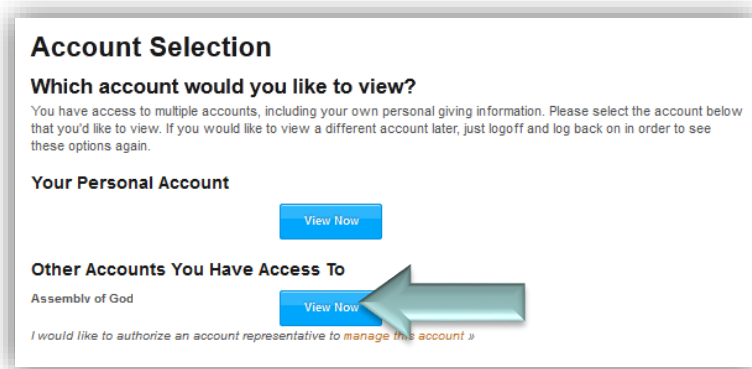
AGPassport Username:

[Add](#)

Step 3

Donating on Behalf of a Church

If you are the lead pastor of a church or assigned as an account representative, you may give contributions through AG Giving on behalf of the church. This feature also allows you to view the church's giving history, adjust credit cards saved in the system, and alter any existing giving schedules. To give on behalf of the church or to access any other account information, log into AG Giving using your account information. Then click the View Now button next to the desired account. You may then begin using AG Giving just as you would through your personal account. For more on how to use AG Giving, see the information outlined in the Site Guide on the Help page of AG Giving.



Note that you may also log into AG Giving with the churches AG Passport account information; however, once logged in as the church, you will be required to provide a secondary authorization. To do this, you will need to enter the pastor's or an account representative's AG Passport account information. Therefore, this is not the recommended way to access the churches' account in AG Giving.