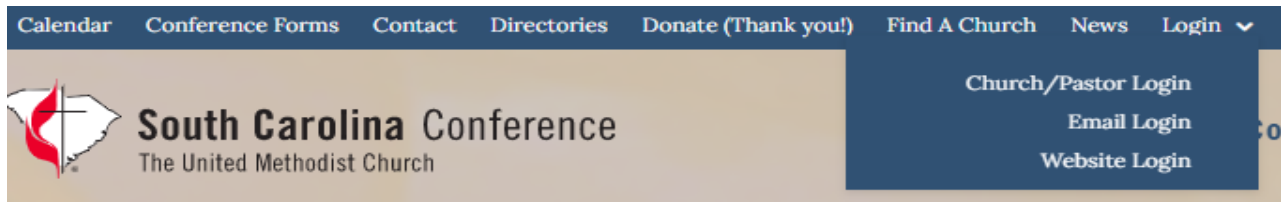


Accessing & Creating a Pastor's Profile

All pastors eligible for appointment are encouraged to maintain an up-to-date Pastor's Profile. To access the profile, follow these directions.

1. Go to the SC Conference homepage: www.umcsc.org
2. On the top menu bar (blue), select: **"Login"**



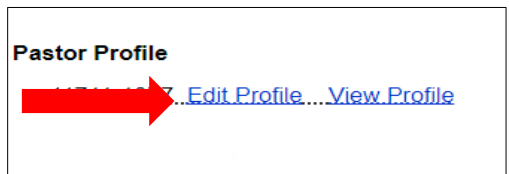
3. In the drop down menu, click: **"Church/Pastor Login"**


You should see a login page that looks like the screen below:

| Login | |
|--------------------------------------|--------------------------|
| Login | <input type="text"/> |
| Password | <input type="password"/> |
| <input type="checkbox"/> Remember me | |
| <input type="button" value="Login"/> | |

4. **Initial Login Instructions:** Login is your conference email (example FMLast@umcsc.org) and the password is *resetpass* (all lowercase letters). Please *contact the Office of Clergy Services* if your log-in attempt is not successful.

5. After successfully logging in, click the link to change your password.



6. Create or update your Pastor's Profile information by clicking on the **"Edit Profile"** link.
7. To edit each section of the profile, click the pencil icon on the left and follow the directions. If a section is not applicable, leave it blank. 
8. To add a photo to your profile, see guidelines information link beside the profile photo area for more information.
9. Scroll back to the top to finalize the update. Above the "Church(es) Address" section, click the link. *"When you have completed any changes to your profile, please click here to revise the update date."*