

CHURCH OF THE NAZARENE

FUNDING THE MISSION

HOW TO report income at fundingthemission.org

When you report income, fundingthemission.org automatically calculates your giving goals. Below are step-by-step instructions. You can see more how-to directions on our [FAQ page](#), or email us at stewardship@nazarene.org.

- 1 Open a browser and go to fundingthemission.org. Click "Login" at the top right. Follow the prompts to enter your login information.

Living Generously Through
Funding the Mission

..... This tool allows the local church to record income, track progress toward allocation goals, and make itemized online contributions. Not signed up yet? Contact your district office or email stewardship@nazarene.org

Secure Login

Username

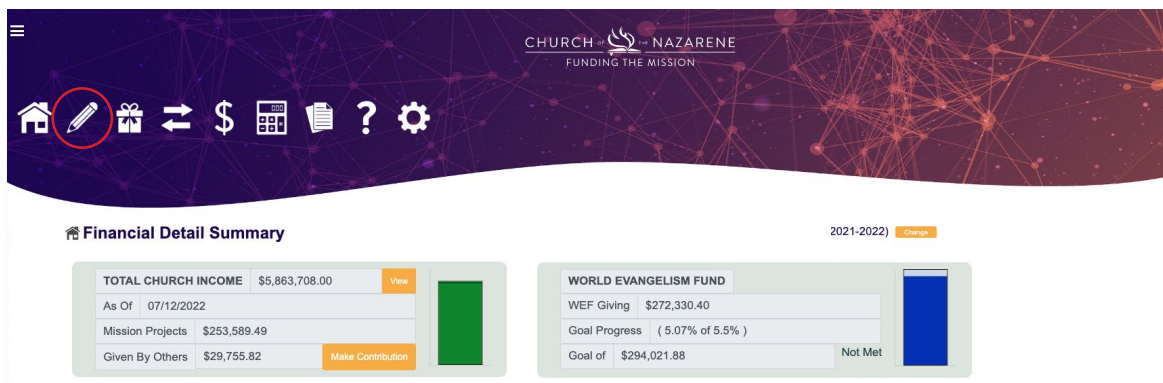
Password

Login

[Forgot Login?](#)

If you are not a fundingthemission.org user, contact your district office or Stewardship Development at stewardship@nazarene.org or 800-544-8413. We'll be happy to give you access to your church or district.

- 2 You should now see the dashboard for your church. Click on the pencil icon to go to the report income page.



- 3 Once the page loads, you will see a form that allows you to submit or update your church's income. There are two ways to report income. "Add to Year To Date Total" allows you to add to the total income that is already reported (visible above the form). Selecting "Total Year To Date Income" will override any previously reported numbers.

Enter amount, date, and any comments you may have. Click "Submit Income." Don't worry if you make a mistake; you can always correct your income number by reporting your year-to-date income again using the "Total Year To Date Income" option. The old number will still be displayed in your previous updated history, but it won't be used for anything.

Reporting Income
(\$50,000.00 reported on 03/12/2022)

Reporting Method ☐ Total Year To Date Income ☐ Add to Year To Date Total

Amount \$ 0.00

Description

As of Date 07/08/2022

Comments

Submit Income

- 4 Once you've submitted the update, you will see your update at the bottom of the page. You can click on the house icon to go back to the home page and see your goals with the new added update!

Previous Income Updates

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Search

As Of Date	Update Amount	Total Income	Update Type	Updated By	Updated Date	Comment
07/08/2022	\$5,000.00	\$55,000.00	Add to YTD Total	kkoker@nazarene.org	07/08/2022 08:49:00.0	

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