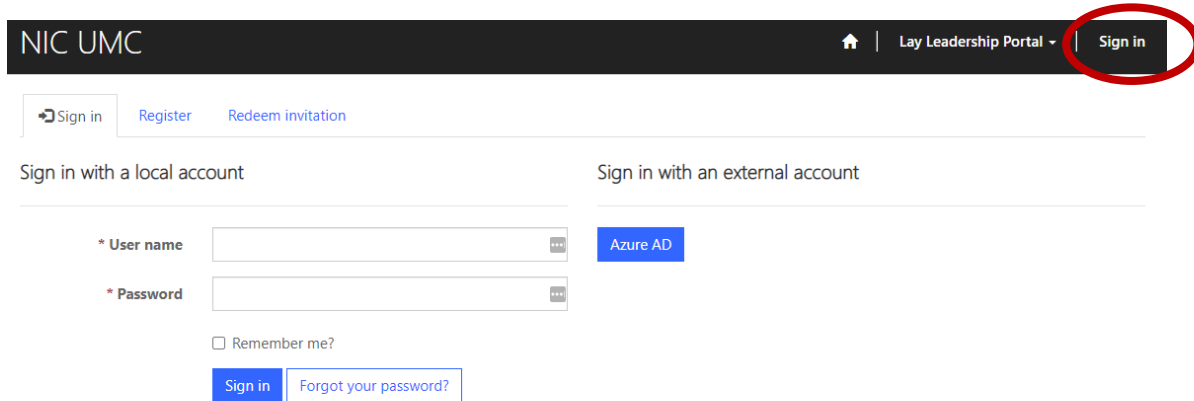


Access the UMCNIC Portal:

Visit <https://layleadership.microsoftcrmportals.com/>

Click “Sign In” on the top right of the page - then, sign-in with your credentials:

If you do not know your credentials, email dquinn@umcnic.org to retrieve them.



NIC UMC

Home | Lay Leadership Portal | **Sign in**

Sign in Register Redeem invitation

Sign in with a local account Sign in with an external account

* User name Azure AD

* Password

Remember me?

Sign in Forgot your password?

Click “Lay Leadership Portal” and the click “My Churches”:



NIC UMC

Home | Lay Leadership Portal | Elizabeth Lovelady-Smith

Lay Leadership Portal

My Churches

Northern Illinois Conference
The United Methodist Church

Who has access to the Portal?

- The Pastor of the church.
- A Church Administrator from the church.

What is the Portal?

- The Portal is a system that allows the churches to update their Leadership positions and contact information directly into the NIC database.

When do we update the Portal?

- Every year after your Annual Church Conference, no later than January 31st.
- Also any time throughout the year as changes happen.

Where do I learn how to use the Portal?

- Click [here](#) for a list of Leadership roles we need.

Why is the Portal important?

- The Bishops' office and the staff of The Northern Illinois Conference office communicate via email 95% of the time. Without updated Leadership and their contact information, your leadership will miss out on important communication. Please make sure that all of your leadership have an email address listed that they can access.

When your church name appears, click it. That will take you to My Church Contacts.

Here, you can create new relationships or edit existing ones.

My Church Contacts

[Create New Relationship](#)

Show entries Search:

Name	Relationship	Start Date	Address	Email	Main Phone	Edit Contact	Edit Relationship
Casey, Patricia	Education	01/01/2020	12514 Flagg Rd Rochelle, IL 61068	pcasey62@gmail.com	(815) 762-7753	Edit	Edit
Cater, Linda	UM Women	01/01/2008	10411 E. Hickory Ridge Drive Rochelle, IL 61068	llcater1950@gmail.com	(815) 761-3116	Edit	Edit
Dow, Cathy	Church Administrator	01/14/2020		cathy@rochelleumc.com	815-562-2164	Edit	Edit
Dow, Cathy	Finance Secretary	01/14/2020		cathy@rochelleumc.com	815-562-2164	Edit	Edit
Hayes-Stocking, Janet	DeKalb District UMW	07/01/2020		trainsandtoys555@comcast.net	(815) 761-0619	Edit	Edit
Lovelady-Smith, Elizabeth M	Lay Member of AC, Alternate	01/01/2020	16899 E. Ivy Road Lindenwood, IL 61049	loveladysmith@gmail.com	(815) 742-6301	Edit	Edit
Manning, Joyce	Staff/Parish Relations	01/01/2020	5594 Beebe Dr Rochelle, IL 61068	jmanning4747@gmail.com	(815) 562-4237	Edit	Edit

To Edit Contact Information, click the “Edit” link under “Edit Contact” on the line you want to edit. Type in the changes to the name/contact fields that need to be updated. Once complete, click SUBMIT at the bottom of the page. You will see the changes on the line.

To Edit Relationship Information

When someone no longer serves in the leadership role, click the “Edit” link under “Edit Relationship” on the line you want to edit. Type today’s date in the “End Date,” then click SUBMIT at the bottom of the page. You will still see the person listed on your church list. The District Admin will need to deactivate the relationship in order for it to disappear.

When someone new now serves in a leadership role, click on the blue “Create New Relationship” box, and complete the boxes by clicking on the search button on each box:

“Relationship Type”- click on the correct relationship type and press “Select.”

“Contact” – Type last name in the search box, click on the correct contact and press “Select.” If your person isn’t listed, click the “New” box at the lower left; then enter First Name, Last Name, Email & District, and any other contact info you know, and press “Submit.”

“Title” is optional- only needed to indicate Co-Chair, or “Interim”

“Paid Position” – choose No/Yes

“Start Date” – enter beginning date of service. (must be current date or before)

Once complete, click SUBMIT at the bottom of the page. Your new entry will appear on your list.

Continue updates until all are completed.

Be sure to email your District Administrative Assistant that you have made changes. (Debbie Rogers drogers@umcnic.org or Leola Tucker ltucker@umcnic.org.)

If you are unable to update your contacts, e-mail your district admin. Debbie Rogers drogers@umcnic.org or Leola Tucker ltucker@umcnic.org.