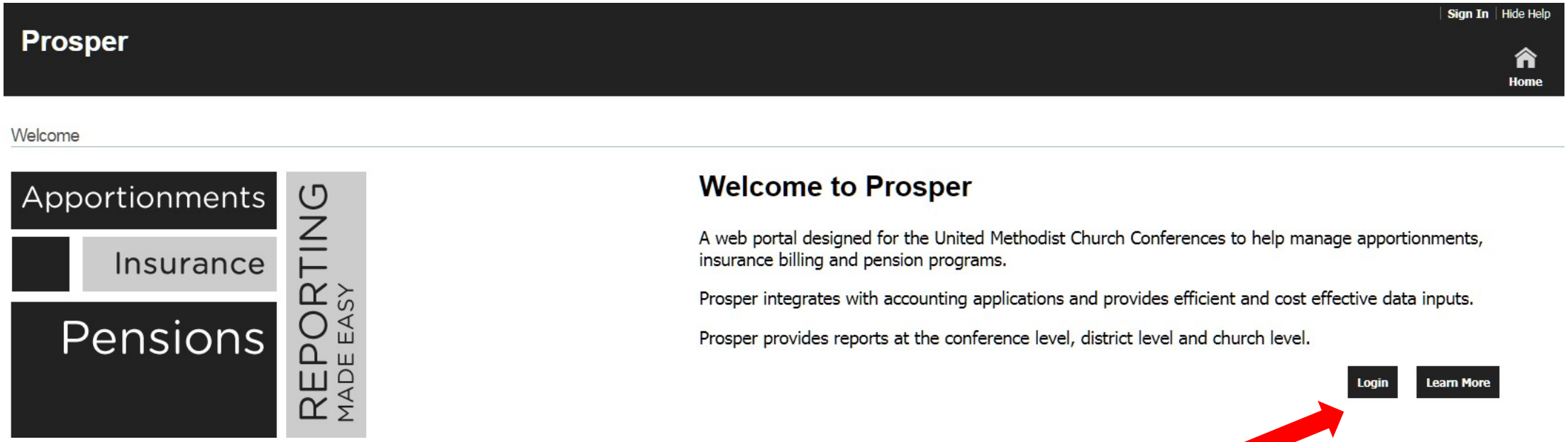
Northern Illinois Conference
OF THE UNITED METHODIST CHURCH

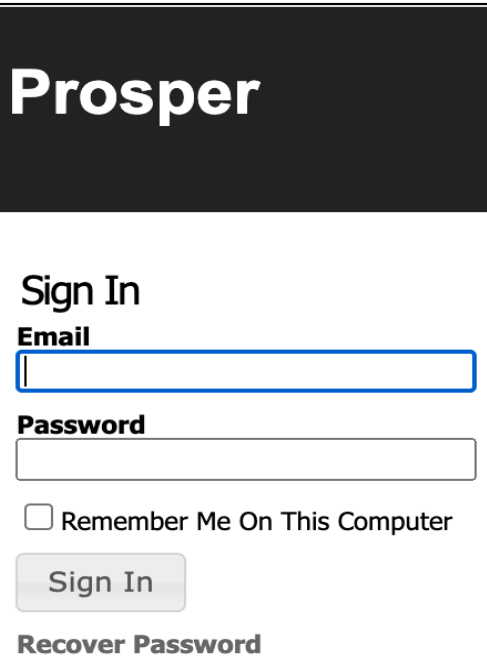
Prosper Web Portal

MANAGE YOUR APPORTIONMENT, HEALTH INSURANCE, PENSION AND FLEX INVOICES IN ONE PLACE

Access at https://app.prosperumc.com



After you click on the Login button, the system moves you to the next screen to enter your credentials.



Your Sign In "Email" is churchID@churches.nic

(This is not an actual e-mail address; it is only used to sign in.)

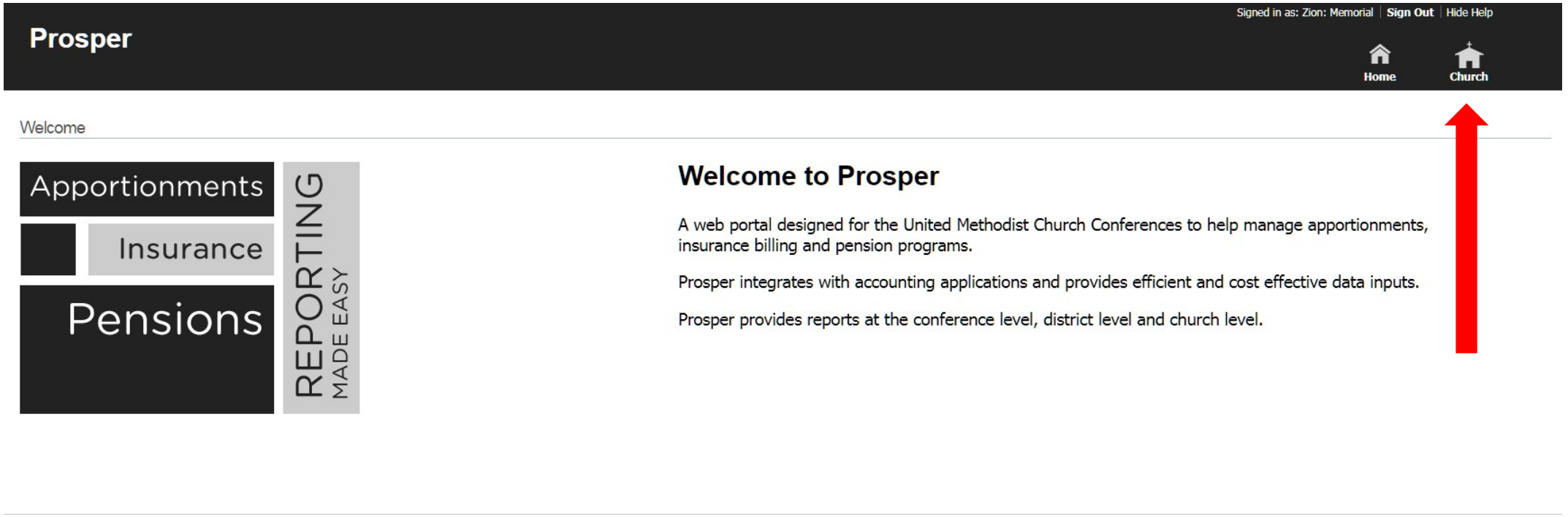
churchID = your church's 4-digit Northern Illinois Conference ID#

Reminder: your conference ID changed in April 2021

Each church has one set of log-in credentials. Even if multiple people share payment responsibilities, they share the log-in credentials.

If you need your password reset, please send an email to dquinn@umcnic.org.

Access your information by hovering your mouse over “Church”

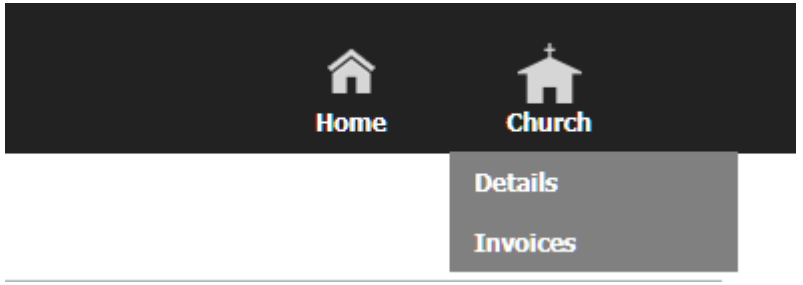


Details

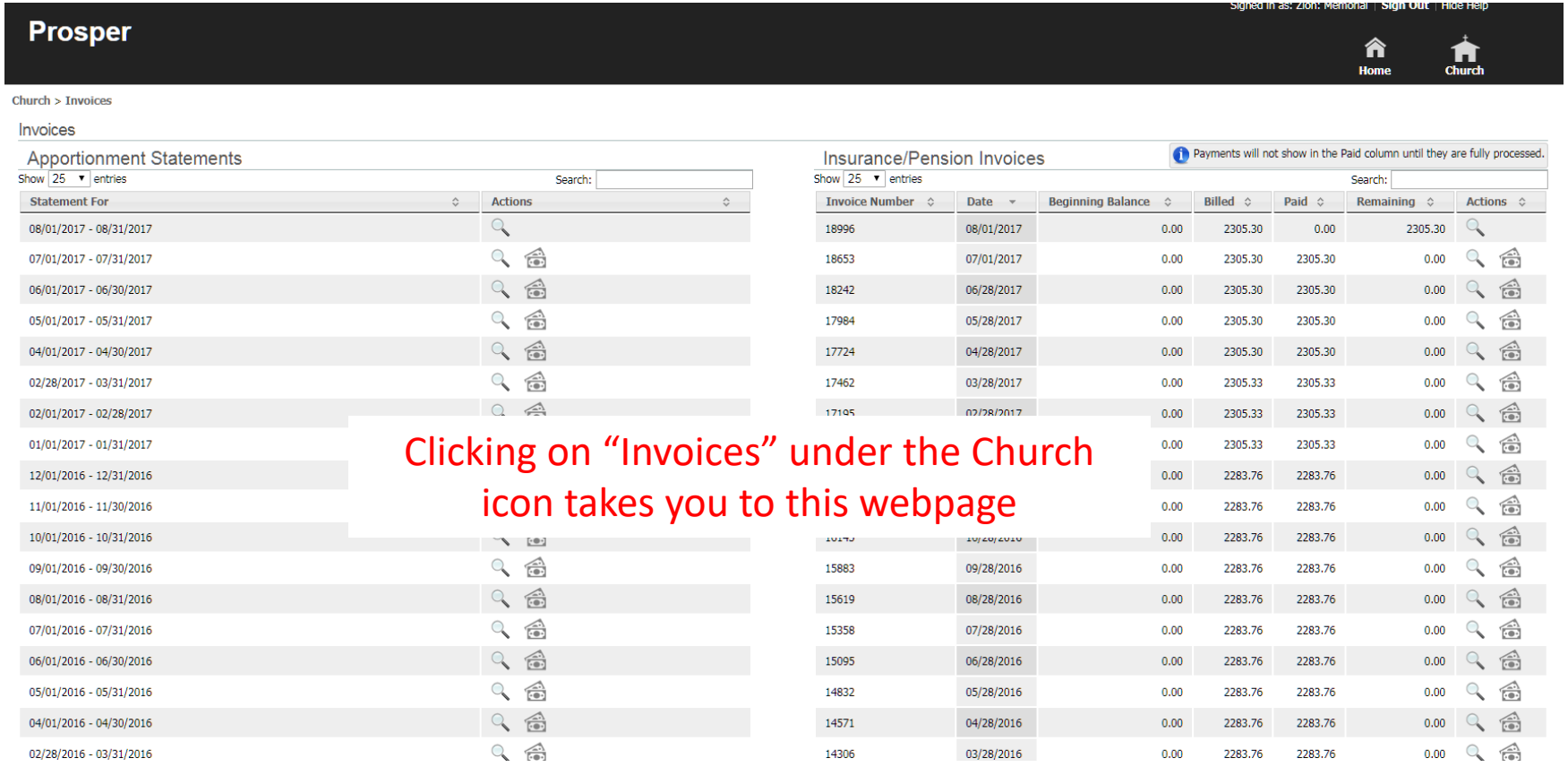
Hover your mouse over “Church” to see a drop-down menu of two choices.

Details: takes you to a page where you can update certain details about your church, such as e-mail address, physical address and telephone number. It is also where you enter your routing and bank account number to set up electronic payments. You cannot update the fields that are greyed out.

Invoices: takes you to your apportionment statements and your insurance/pension invoices.

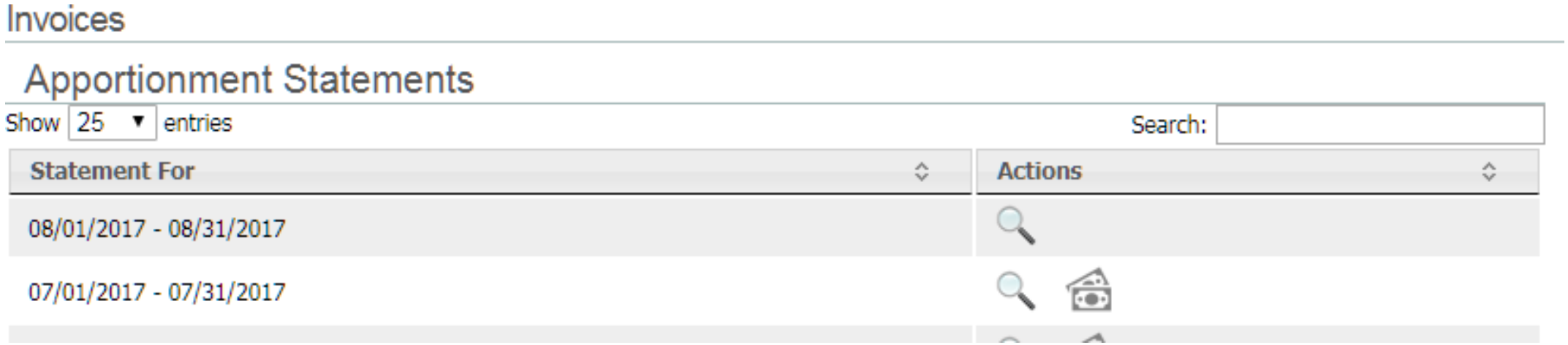


Statements/ Invoices



Apportionment Statements

The first column under “Invoices” is your apportionment statements listed chronological order with the most recent statement appearing first. Statements are not updated in real time. Payments received after the invoice date will be reflected in the next month’s statement.

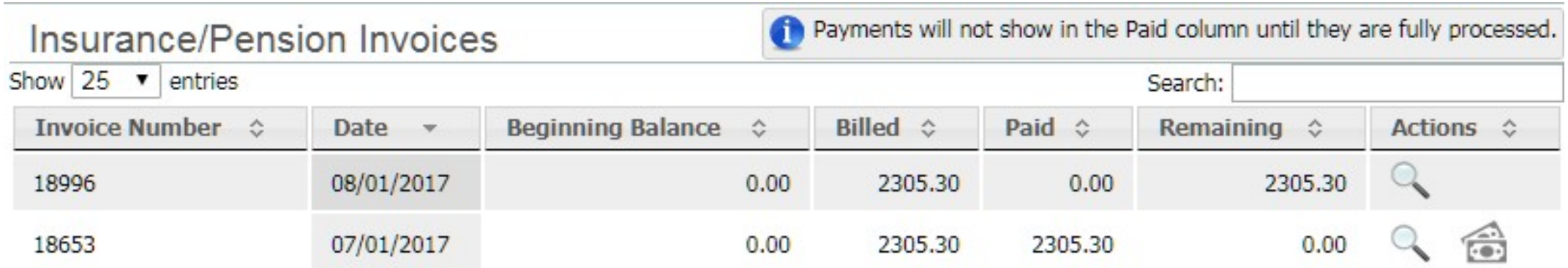


To view and print your **new** statement, click on the magnifying glass.

To view **past** statements, click the magnifying glass for details. For payments made, click on the money icon.

Insurance/Pension Invoices

The second column under “Invoices” is your Insurance/Pension Invoices.

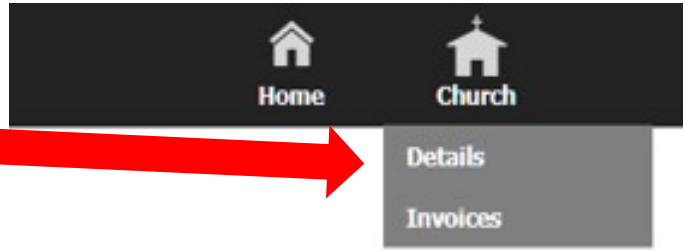


The invoice listed first is your most recent invoice. Click on the magnifying glass to see and print your new invoice.

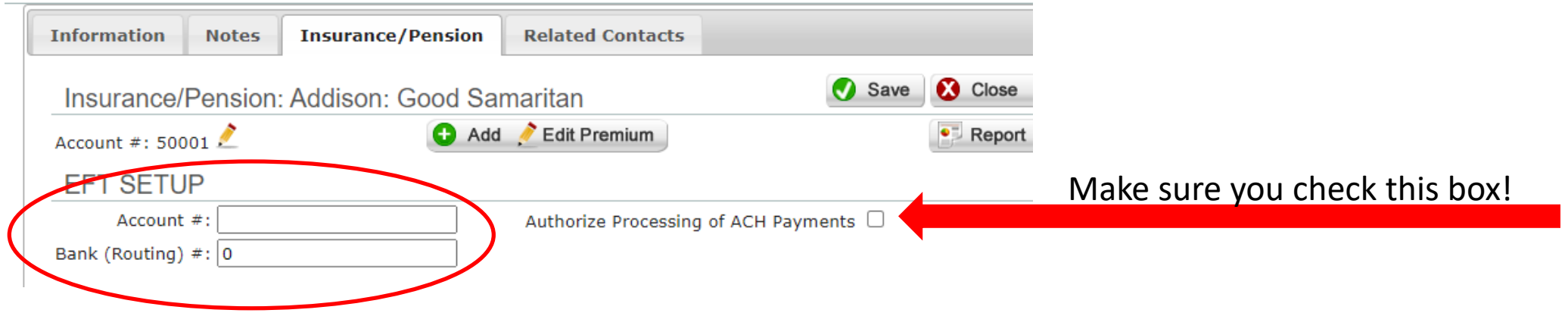
The magnifying glass on the other lines allow you to see past invoices. To see payments made on past invoices, click the money icon for that invoice number. You can also see billed and paid amounts, as well as your remaining balance.

Pay your insurance/pension invoice via EFT

To pay your invoices online, hover your mouse above the Church icon and select "Details"



Then click on “Insurance/Pension” to be taken to a form to enter your routing and account numbers. Also, click the box next to “Authorize Processing of ACH Payments”to allow your EFT to process.



Make sure you check this box!

Once entered, return to your invoices and set up your payments.

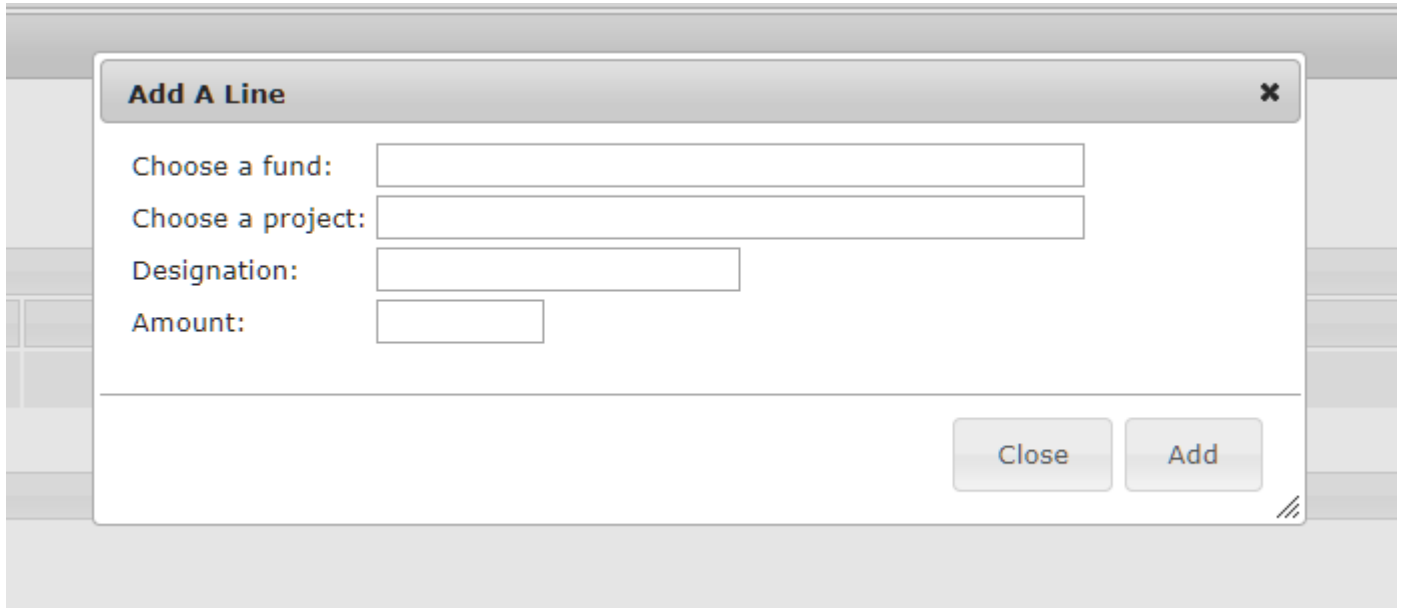
NOTE: You must set up an EFT every month and check the ”Authorize Processing of ACH Payments” box each time.

Apportionments statements: Second-Mile Giving

To enter Second-Mile Giving for an electronic payment, go to your apportionment statement and click ”Add A Line.”

Be sure to enter the Fund and Project Number so that your Second-Mile giving is allocated appropriately.

Once money is allocated, we cannot retrieve the money from the project that received it.



We’re here to help

If you need help, please contact:

David W. Quinn

Apportoinments Administrator

dquinn@umcnic.org

(312) 346-9766 Ext. 741.