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 <u>dquinn@umcnic.org</u> to retrieve them.



Click "Lay Leadership Portal" and the click "Church Documents":



Welcome!

You have reached the Lay Leadership Portal for the Northern Illinois Conference of the United Methodist Church.

To Log in, click on the words Sign in. Once you are signed in your name will be in this position.

Here, you will see the different document folder listed. Click on "Property Casualty Insurance"

For the moment the only one that is active is Property Casualty Insurance. **DO NOT** place or look for documents in the other folders.

UMC NIC LAY LEADERSHIP PORTAL		🔒 Lay Leadership Portal -
Home > Lay Leadership Portal > My Church Do	cuments	
My Church Docu	ments	
Summary		
Documents		
Name 🕇	Modified	
Finance Documents	about a month ago	
General Documents	about a month ago	
Property Casualty Insurance	about a month ago	

All your insurance files are located here.



Adobe Reader is require to view/print/save documents.

Double click on the file to download the file for saving or printing.

If the file does not automatically download.

Look on the bottom of your browser window for a file. Click on the arrow and choose open



File will open in your Browser.

Click on the arrow button for downloading or the printer button for printing



If you have any problems or questions, e-mail your district admin. Debbie Rogers <u>drogers@umcnic.org</u> or Leola Tucker <u>ltucker@umcnic.org</u>.