



# UMCNIC Invoices!

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WELCOME TO THE FASTER WAY TO GET YOUR APPORTIONMENT,  
HEALTH INSURANCE, PENSION, AND FLEX INVOICES.

# Visit <https://app.prosperumc.com>

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Welcome

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Apportionments

Insurance

Pensions

REPORTING  
MADE EASY

## Welcome to Prosper

A web portal designed for the United Methodist Church Conferences to help manage apportionments, insurance billing and pension programs.

Prosper integrates with accounting applications and provides efficient and cost effective data inputs.

Prosper provides reports at the conference level, district level and church level.

[Login](#)

[Learn More](#)



# Prosper

Once you click Login, you will be prompted to enter your information. Your log-in e-mail is your [churchID@churches.nic](mailto:churchID@churches.nic)

*(This is not an actual e-mail address, it is only used to log-in here)*

Your initial password is your church GCFA #. You will be required to change this once you log-in.

## Sign In

Email

Password

Remember Me On This Computer

Sign In

[Recover Password](#)

# Everything you need is under your “Church” tab.

**Prosper** Signed in as: Zion: Memorial | [Sign Out](#) | [Hide Help](#)

[Home](#) [Church](#)

Welcome

Appportionments Insurance Pensions

REPORTING MADE EASY

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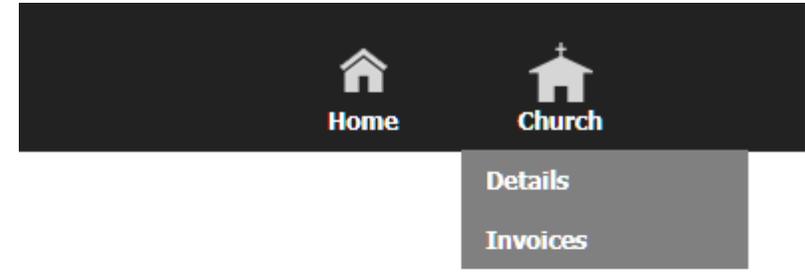
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# Details

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If you move your mouse over “Church”, you will notice a drop-down listing Details and Invoices.

Details is where you can update certain information on your church, such as e-mail, address, and telephone number. Fields that are grayed-out, cannot be updated by your church.



# Invoices

Church > Invoices

## Invoices

### Apportionment Statements

Show 25 entries

Search:

Statement For	Actions
08/01/2017 - 08/31/2017	
07/01/2017 - 07/31/2017	
06/01/2017 - 06/30/2017	
05/01/2017 - 05/31/2017	
04/01/2017 - 04/30/2017	
02/28/2017 - 03/31/2017	
02/01/2017 - 02/28/2017	
01/01/2017 - 01/31/2017	
12/01/2016 - 12/31/2016	
11/01/2016 - 11/30/2016	
10/01/2016 - 10/31/2016	
09/01/2016 - 09/30/2016	
08/01/2016 - 08/31/2016	
07/01/2016 - 07/31/2016	
06/01/2016 - 06/30/2016	
05/01/2016 - 05/31/2016	
04/01/2016 - 04/30/2016	
02/28/2016 - 03/31/2016	

### Insurance/Pension Invoices

i Payments will not show in the Paid column until they are fully processed.

Show 25 entries

Search:

Invoice Number	Date	Beginning Balance	Billed	Paid	Remaining	Actions
18996	08/01/2017	0.00	2305.30	0.00	2305.30	
18653	07/01/2017	0.00	2305.30	2305.30	0.00	
18242	06/28/2017	0.00	2305.30	2305.30	0.00	
17984	05/28/2017	0.00	2305.30	2305.30	0.00	
17724	04/28/2017	0.00	2305.30	2305.30	0.00	
17462	03/28/2017	0.00	2305.33	2305.33	0.00	
17195	02/28/2017	0.00	2305.33	2305.33	0.00	
16930	01/28/2017	0.00	2305.33	2305.33	0.00	
16668	12/28/2016	0.00	2283.76	2283.76	0.00	
16408	11/28/2016	0.00	2283.76	2283.76	0.00	
16145	10/28/2016	0.00	2283.76	2283.76	0.00	
15883	09/28/2016	0.00	2283.76	2283.76	0.00	
15619	08/28/2016	0.00	2283.76	2283.76	0.00	
15358	07/28/2016	0.00	2283.76	2283.76	0.00	
15095	06/28/2016	0.00	2283.76	2283.76	0.00	
14832	05/28/2016	0.00	2283.76	2283.76	0.00	
14571	04/28/2016	0.00	2283.76	2283.76	0.00	
14306	03/28/2016	0.00	2283.76	2283.76	0.00	

# Apportionments

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You will notice under Invoices that you have two columns. The first column is your apportionment statements listed in historical order.

Invoices

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Apportionment Statements

Show 25 entries Search:

Statement For	Actions
08/01/2017 - 08/31/2017	
07/01/2017 - 07/31/2017	 

The top invoice is your most recent one. 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, as well as payments made on that invoice if you click the money icon.

# Insurance/Pension

The second column is your Insurance/Pension Invoices.

Insurance/Pension Invoices						Payments will not show in the Paid column until they are fully processed.
Show	25	entries	Search:			
Invoice Number	Date	Beginning Balance	Billed	Paid	Remaining	Actions
18996	08/01/2017	0.00	2305.30	0.00	2305.30	
18653	07/01/2017	0.00	2305.30	2305.30	0.00	 

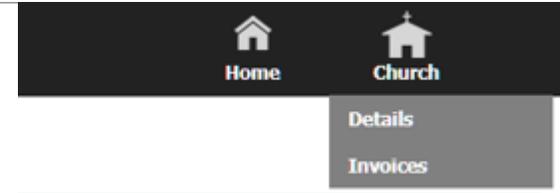
The top invoice is your most recent one. Click on the magnifying glass to see and print your new invoice.

The magnifying glass on the other lines allow you to see past invoices, as well as payments made on that invoice if you click the money icon. You will also notice that the system allows you to quickly see billed and paid amounts, as well as your remaining balance.

# Pay your bill using ACH

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To pay your invoices online, click on Church -> Details.



Then, click on Insurance/Pension. On this page, be sure to enter your routing and account numbers. Also, click the box to allow your ACH to process.

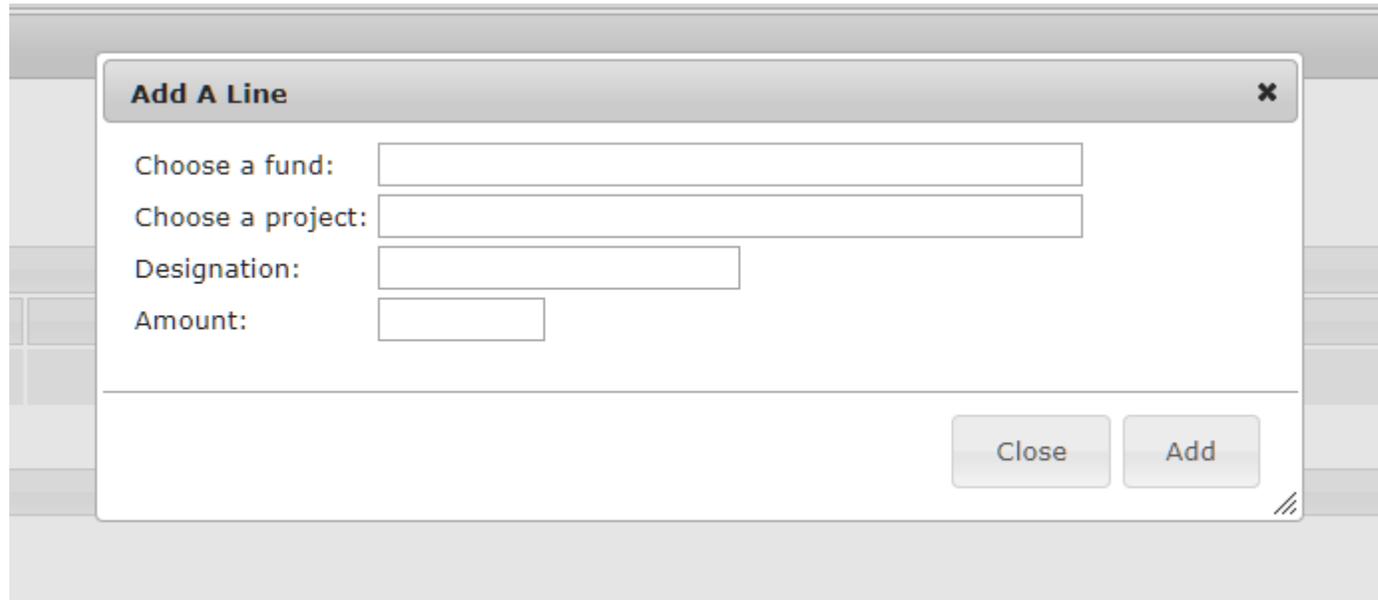
Once entered, return to your invoices and schedule your payments.

NOTE: You have to schedule a payment every month. The system does not auto bill you. Also, if you mail in a check, you will have to log back into Prosper and recheck the box to allow us to process your ACH. Entering a manual check will uncheck your box.

# Second-Mile Giving

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To enter Second-Mile Giving for an ACH, go to your apportionment invoice, and click ADD LINE. Be sure to enter the Fund (Color) and Project (Number). Failure to enter these could result in your money going to an unintended fund/project. Once money is allocated, we are unable to retrieve the money from the project that received it.



The image shows a screenshot of a software application window titled "Add A Line". The window has a close button (X) in the top right corner. Inside the window, there are four input fields with labels to their left: "Choose a fund:", "Choose a project:", "Designation:", and "Amount:". Each label is followed by a rectangular text input box. At the bottom right of the window, there are two buttons: "Close" and "Add". A small icon consisting of three diagonal lines is located in the bottom right corner of the window's content area.

# Help

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If you need help, please contact:

David W. Quinn

Appointments Administrator

[dquinn@umcnic.org](mailto:dquinn@umcnic.org)

(312) 346-9766 Ext. 741.