

Reminder that there are multiple pop-up boxes for the full submit process in ACStats.

If your statistics report has not been fully submitted yet, it may be due to a misunderstanding that there are multiple pop-up boxes for the full submit process to be complete.

Please enter your ACStats again by [clicking here](#) and make sure all explanation boxes are filled in.

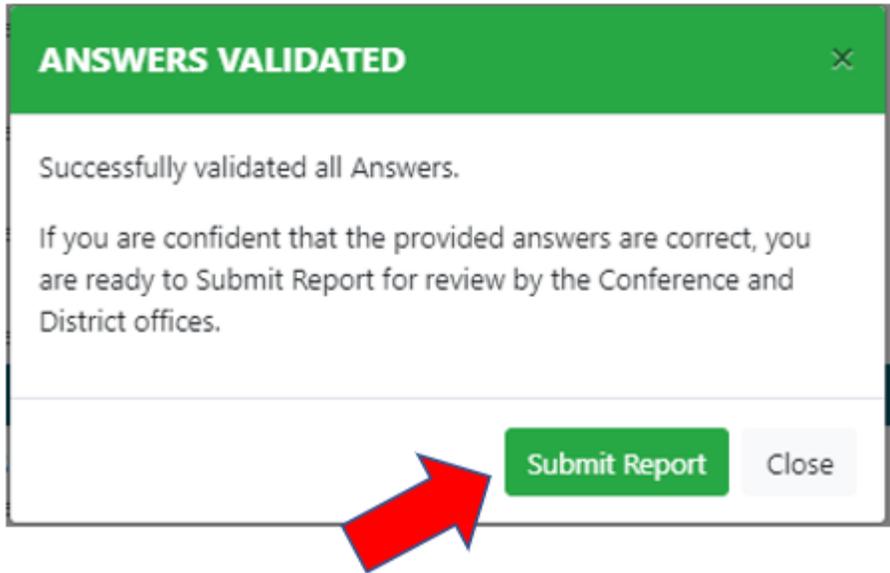
Here is a breakdown of the full submit process:

1) Hit the green "Submit" button at the top teal colored banner on the right side of the Annual Report page:

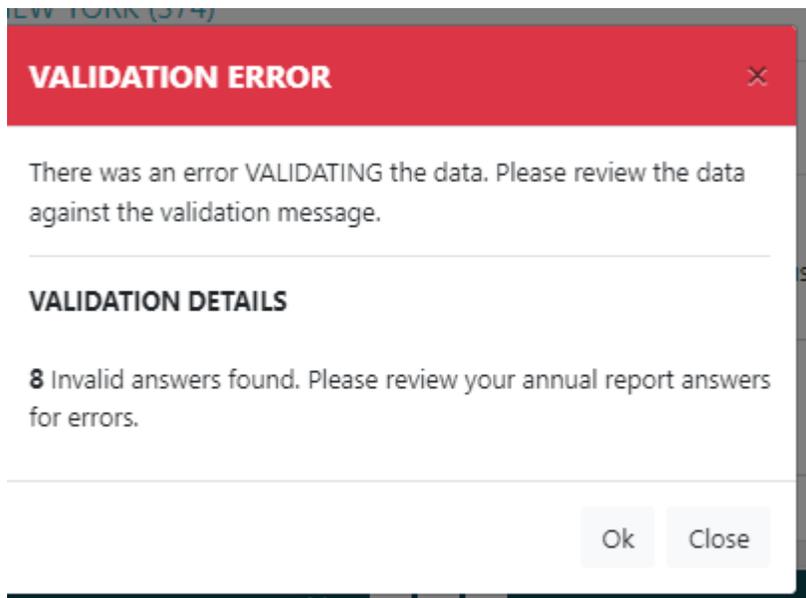
The screenshot displays the 'Annual Statistics for' page. On the left, there are input fields for 'Church', 'GCFA #', 'Conference Church #' (with the value '374'), and 'Employer/Federal Tax ID #'. A yellow 'Conference Admin Panel' box on the right indicates the report was submitted on 3/16/2023 by Autumn Wells. Below this, a white box with a teal border confirms the submission: 'The Annual Report for this Local Church has been submitted' and 'The Annual Report was submitted on 3/16/2023 Submitted by Autumn Wells'. A teal 'View Annual Report' button is present, with a red arrow pointing to it. A pink footer bar contains the text: 'Once submitted, you can request changes by contacting your Conference or District.'

2) Wait while it validates your answers.

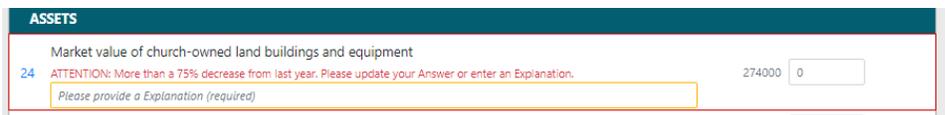
3) If there are no errors or explanations needed, a green box appears. Click the green button that says, "Submit Report." (SKIP TO Step # 8 Below)



4) If there are errors, a **RED** box appears. Click “OK” to go back to your report.



5) Then, find all the lines that have a red box around it with “ATTENTION:” Fill in all these boxes with brief explanations. (“Warning” boxes do not need an explanation.)



6) Click the “Submit” button again on Annual Report page.

2022 Annual Statistics for [REDACTED]

Church [REDACTED]
 City, State [REDACTED]
 Pastor [REDACTED]
 Conf Church # [REDACTED]
 GCFA Church # [REDACTED]
 Conference UPPER NEW YORK (374)

Conference Admin Panel
 Awaiting Validation and Submission
[Reset this Church](#) [Edit Annual Report](#)

[Instructions](#) [Print](#) [Local Church Detail](#)

Leave a church-specific note. It will be visible to GCFA, Conference, and Church level users [Save](#) [Hide Note](#)
 in [REDACTED]

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Display Question Help Table # 1 2 3 [Submit](#)

#	QUESTION	2021	2022	% Δ
TABLE 1				
PROFESSING MEMBERSHIP				
1	Total professing members reported at close of last year (See Instructions) <small>(This line is auto-filled from line 4 of the previous year)</small>	53	53	0%



7) Make sure you get the green box that says “Answers Validated.” Then, click “Submit Report.”

ANSWERS VALIDATED ×

Successfully validated all Answers.

If you are confident that the provided answers are correct, you are ready to Submit Report for review by the Conference and District offices.

[Submit Report](#) [Close](#)



8) Fill in your name and other details to record who is submitting this report on behalf of your church. Then, click the green button that says “Submit Annual Report.”

Annual Statistics for [redacted]

Church [redacted]
GCFA # [redacted]
Conference Church # 374
Employer/Federal Tax ID # [redacted]
If Employer/Federal Tax ID # is blank, it can be entered on the second screen when you officially submit your Annual Report.

Conference Admin Panel
This Annual Report has not been officially submitted.
Church ID # [redacted]

Officially submit Annual Report for review by Conference or District

Your Name *
Your Email *
Your Position * - choose a position -
Notes *
Custom Question

PLEASE NOTE: Once you've submitted your form you will no longer be able to access this [redacted] online.

Once submitted, you can request changes by contacting your Conference or District.

9) Another teal pop-up box will appear. Click "Submit Report."

Officially submit Annual Report for review by Conference or District

SUBMIT ANNUAL REPORT ×

Remember, once you submit this annual report, you will not be able to update it without calling the Conference or District.

10) The full submit process has been completed once you get the screen that says, "The Annual Report for this Local Church has been submitted" with your name and the date on it.

Annual Statistics for [Redacted]

Church	[Redacted]	Conference Admin Panel The Annual Report was submitted on 3/16/2023 Submitted by Autumn Wells Church ID # [Redacted]
GCFA #	[Redacted]	
Conference Church #	374	
Employer/Federal Tax ID #	[Redacted]	

If Employer/Federal Tax ID # is blank, it can be entered on the second screen when you officially submit your Annual Report

The Annual Report for this Local Church has been submitted
The Annual Report was submitted on **3/16/2023**
Submitted by **Autumn Wells**

[View Annual Report](#)



Once submitted, you can request changes by contacting your Conference or District.

You have now fully submitted your stats.