

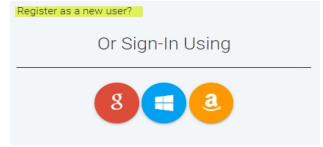
# How to Register

## 1. Open Your Browser

Navigate to: [MissionInsite.com](http://MissionInsite.com). Mouse over the Client Center button on the home page. Select Registration. On the new Login/Registration Information page select **"Register as a new user?"** OR sign in using an external provider such as Google, Microsoft or Amazon.

**If Registering as a new user - Enter Your Unique AGENCY ACCOUNT ID #:**

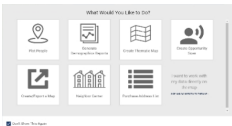
**EL6D3**



## 2. Begin the New User Registration Process

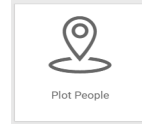
- Select your city and your church or organization.
- Complete boxes creating your unique User Name and Password. You may also use an external provider to create your account.
- Review terms and (1) check the "Accept Terms" box. Please Do Not check the box to opt out of email communication from MissionInsite. We want to be certain every user is informed about system updates and new features. (2) Click "Register".
- You will receive an email entitled "Confirm Your Email" asking you to confirm your email address by clicking on a confirmation link in the email. This link will be valid for 24 hours. Check your Spam/Junk box if the email does not appear in your Inbox.
- Following your email confirmation, your new account **MUST** be approved by your Agency Administrator. You will be notified by email once your account has been approved.
- For future logins, hover over Client Center button on the MissionInsite Home Page and select "login" from the drop-down menu.
- Do not make multiple attempts at registration. If a problem occurs, please contact us for support. 877-230-3212 Ext. 1011 or [misupport@missioninsite.com](mailto:misupport@missioninsite.com)
- Only one User Name and Password per user. For users with multiple agency relationships (i.e. a local church/organization AND agency user), please contact your agency administrator to add additional study area options to your login.

## 3. User Assistant Screen



The User Assistants Screen provides access to essential tools most often used in the PeopleView™ System. Resources are organized by theme and through a series of guided questions will assist the user in accomplishing the selected task. Click each button to view these key resources.

## 4. Introducing CoreView, CommunityView and FusionView



**Who are We?**  
CoreView begins with People Plot. People Plot provides insight, **organizational identity** and reach of your church or organization - **these are your core assets**



**Who is our Neighbor?**  
CommunityView informs you about your mission field diversity.



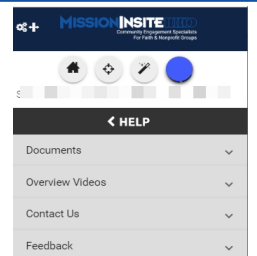
**How do we Engage Our Community?** The **ComparativeInsight Report** in FusionView employs discoveries and learnings from CoreView and CommunityView to assist in development of **strategic solutions** for mission.

## 5. Essential Support Resources



(Click on the Help Tab on the Lower Right of the Navigation Toolbar on the Map Screen) The Help Menu will open in The Control Center on the right side of the map screen. Contains Topics, Support Videos, Contact Us, and the Feedback Option. Review each tab to discover the wealth of material available to assist you in your use of the PeopleView System.

Resources Include: **The Mosaic Household Portraits Mosaic USA Group Segment Descriptions by Experian (71 Individual Segments & 19 Groups)** plus the **Mission Impact Mosaic Application Guide by Bandy (Practical ministry application suggestions for each Mosaic segment: Leadership, Hospitality, Worship, Education, Small Groups, Outreach, Property and Technology, Stewardship/Financial Management and Communication)**



## 6. Generate Quick CommunityView Reports from the Assistant Window



Select Generate Demographic Reports from the User Assistant Window. If the Assistant Window is not open at login, click the User Assistant Window Icon at the top of The Control Center. Generate Demographics Reports will assist users in rapid and easy creation & customization, for all geographies, of QuickInsight™, ExecutiveInsight™, FullInsight™, or Quad™ Reports such as MinistryInsight and ReligiousInsight.

