

# MissionsPortal.ag.org



(Where U.S. Missions account holders go to view their records and other vital information from U.S. Missions)

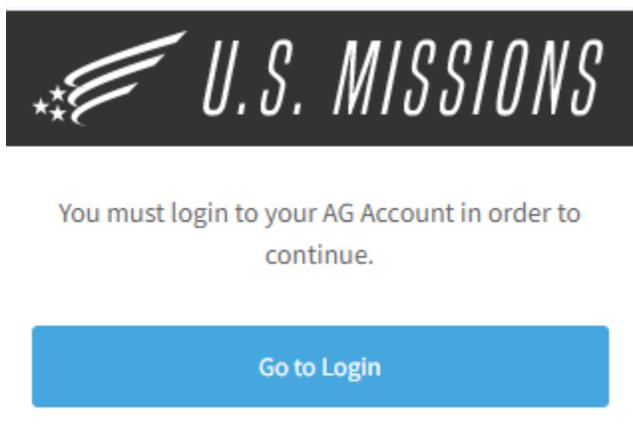
The national office (Assemblies of God) is moving towards a single log in system. What this means for you, is that you will have the same log in and password when using the giving.ag.org or the U.S. Missions portal. In the future there may be more systems that use this same log in information. The current exception is AG Passport.

The missions portal is not mobile friendly as of yet.

The missions portal is only for the main U.S. Missions account holder's account number that is listed on your monthly statement. If both husband and wife are in ministry together, it will be the first name on the statement. Both husband and wife will need to share a log in and password as there is only one log in per account.

## ***LOGGING IN AND CREATING YOUR ACCOUNT***

This is the link to get to the portal: [missionsportal.ag.org](https://missionsportal.ag.org)



Click on Go to Login. If you have already set up your account for AG Giving you will enter your information below and login. There are three things that could happen. #1) everything is great, and it takes you right to the portal and you click on Begin and it onboards you.

  
ASSEMBLIES OF GOD  
*ACCOUNT LOGIN*

EMAIL

PASSWORD

Remember me      [Forgot Password](#)

By logging in, you agree to our [Privacy Policy](#)  
and [Terms of Use](#)

**LOGIN**

**CREATE ACCOUNT**

OR

**CANCEL**

[Contact Us](#)

#### Auto-Thank Settings

- Automatically create a task to thank donors with new commitments.
- Automatically create a task to thank donors for a special gift.
- Automatically create a task to follow up on lapsed donors.
- Automatically create a task to review import duplicates.
- Automatically create a task to create thank you in number of days.

 **Begin**

2) You don't have an account, so you need to set one up, click on Create Account. (Note: do NOT use your U.S. Missions email address as we are disabling it in the near future)

## REGISTER YOUR ACCOUNT

FIRST NAME

LAST NAME

EMAIL

PASSWORD

CONFIRM PASSWORD

[REGISTER](#)

Click on Register.



**Donald Duck**  
*gx2agtest+documentation@gmail.com*

[UPDATE NAME AND EMAIL](#)

[CHANGE PASSWORD](#)

[CONTACT US](#)

## COMPLETE REGISTRATION

An account has been created and registered for:

Donald Duck  
gx2agtest+documentation@gmail.com

Are you an Assemblies of God minister, missionary, or donor?

[YES](#)

[NO](#)

Since you have a U.S. Missions account, check YES

UPDATE NAME AND EMAIL

CHANGE PASSWORD

CONTACT US

## COMPLETE REGISTRATION

An account has been created and registered for:

Donald Duck  
gx2agtest+documentation@gmail.com

Are you an Assemblies of God minister, missionary, or donor?

Enter your AG account number and postal code on file below. If you do not have an account number but would like to request one, [click here](#).

If you have an international address without a postal code or have a need for other assistance, please email [accounts@ag.org](mailto:accounts@ag.org).

AG ACCOUNT NUMBER

POSTAL CODE

[ADD ACCOUNT NUMBER](#) [SKIP](#)

Enter your U.S. Missions account number (which is the same as your ministers credentials account number). You MUST enter your U.S. Missions account number to link to your U.S. Missions activity. If you are the spouse it won't be your account number, it will be the main account holder. You will click on Add Account Number and get the Missions Portal Screen and click on Begin.

 Welcome Donald!

Donor Navigation

- Dashboard
- Contacts
- Groups
- Tasks
- Donations
- Communications
- Settings

### Onboarding

#### Welcome

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

##### Auto-Thank Settings

- Automatically create a task to thank donors with new commitments.
- Automatically create a task to thank donors for a special gift.
- Automatically create a task to follow up on lapsed donors.
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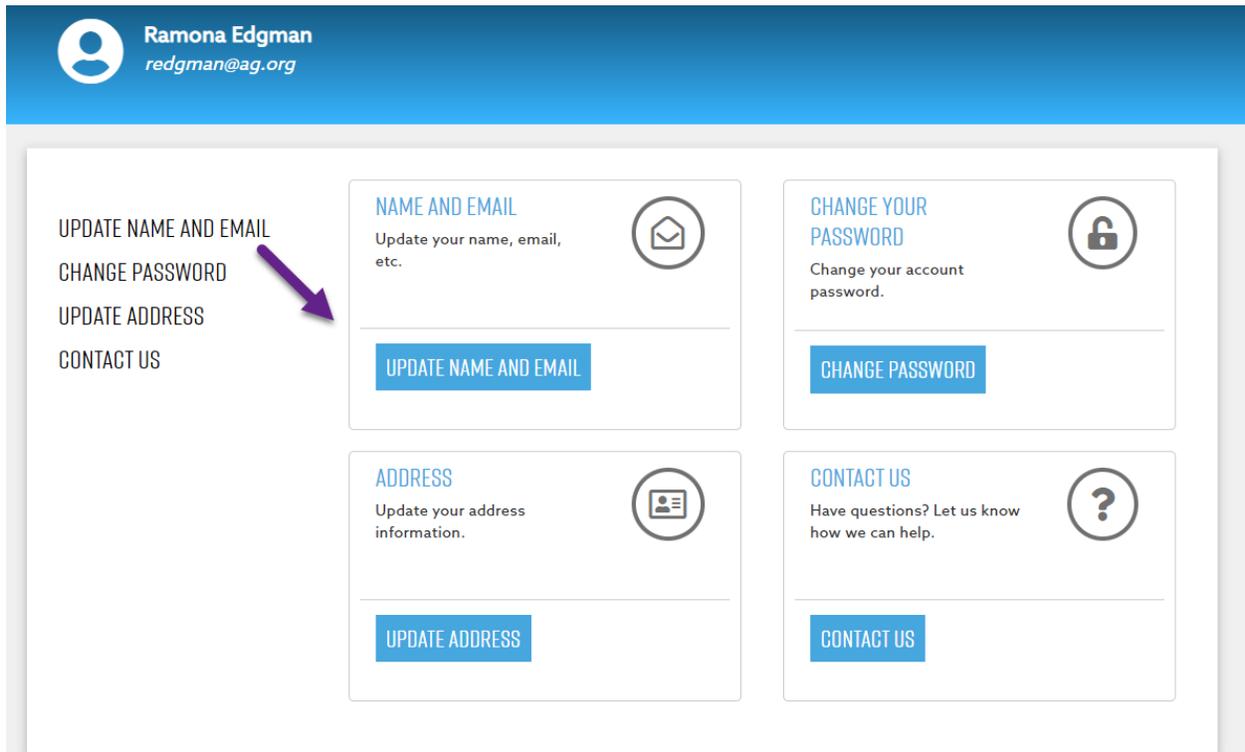
[Begin](#)

3) You have an account set up, but it is not connected to your correct account#.

Go to [accounts.ag.org](https://accounts.ag.org)

Log in

Select Update Name and Email



You can see if you have the correct account # and if not, you can delete it. You can then add the correct account number or add a missing account number and select Save Profile.

You can also change your email address, password, address (won't change address for U.S. Missions) on this screen.

NOTE: Updating your first and last name here changes your login name, only. If you need to update the name associated with your official AG account number, please contact [accounts@ag.org](mailto:accounts@ag.org).

FIRST NAME

Ramona

LAST NAME

Edgman

EMAIL

redgman@ag.org

If you have a personal AG account number and would like to add it to your registration, enter your seven character account number and postal code below. If you do not have an account number but would like to request one, [click here](#).

If you have an international address without a postal code or have a need for other assistance, please email [accounts@ag.org](mailto:accounts@ag.org).

Current account number: 4441986

 Remove Account Number

AG ACCOUNT NUMBER

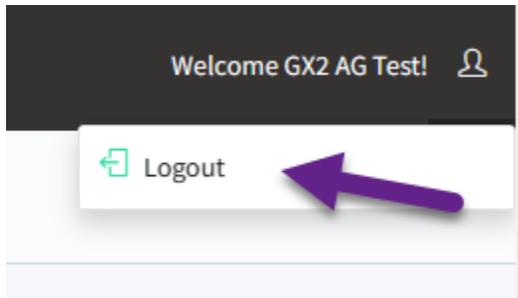
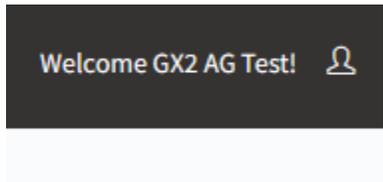
POSTAL CODE

No go back to [missionsportal.ag.org](https://missionsportal.ag.org) and sign in. If you cannot successfully get in to the portal contact Stephanie Majors at [smajors@ag.org](mailto:smajors@ag.org). The U.S. Missions accounting department nor the Information Technology folks at the National office can help you.

**FIRST SIGN ON:**

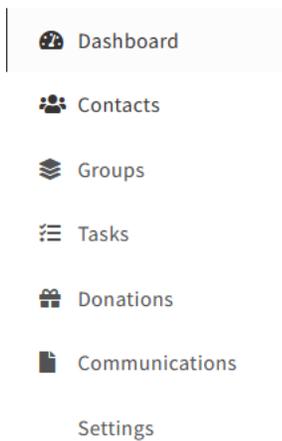
Set up your Auto Thank you settings (tasks). You can always update this later in Settings.

On the top right you should see your name and an option to log out.



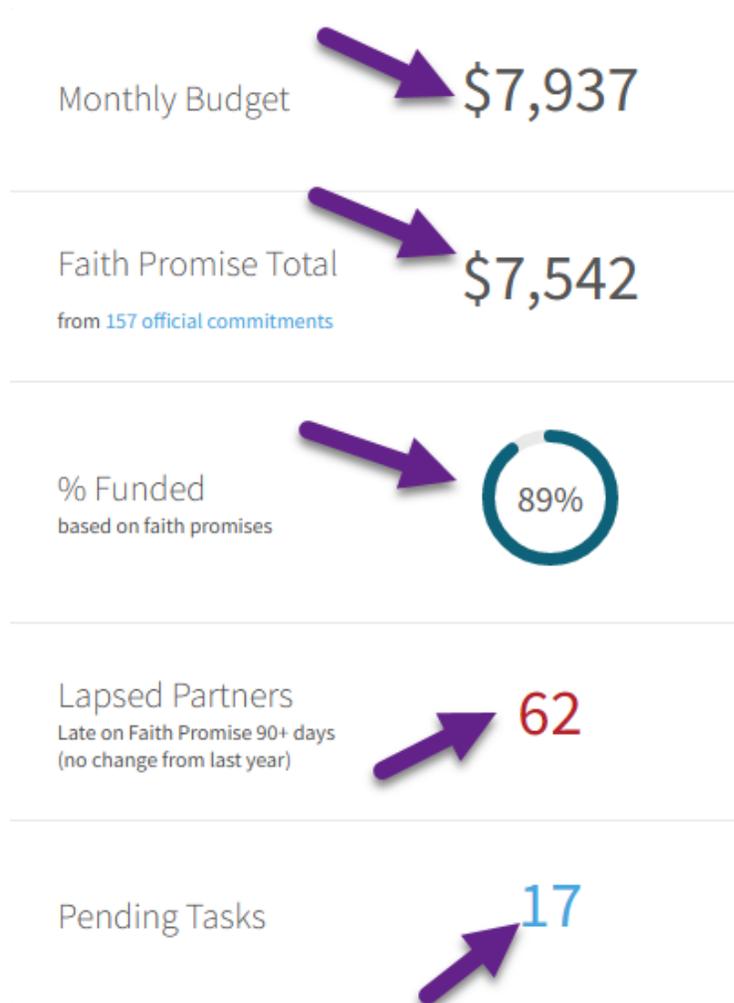
### ***DASHBOARD:***

On the Dashboard you will find the Navigation in the left pane (left side of screen). The Dashboard gives you an overview of your account.



**DONOR MAINTENANCE SCREEN:**

(Note: Amounts are rounded off)



**MONTHLY BUDGET:**

The monthly budget will be the most current budget you have approved on file with U.S. Missions. To update your budget, you will need to contact your department. Otherwise, your budget is changed at your renewal time (for appointed missionaries) and when other major changes occur like changes in

salary, assignment, etc. (Note: If you have self-support this will already be reflected on the portal total to raise)

Note: At this time Missionary Associates (MA) and Missions Intern (MI) do not have an official budget on file.

***FAITH PROMISE TOTAL:***

These are the most current total of Faith Promises that have been entered into the Missions Faith Promise system. To change any Faith Promises your donor must contact U.S. Missions to ask for an increase or they can change it on giving.ag.org. Note: Changing a recurring gift does NOT change a Faith Promise automatically. The funding and recording of promises are two different systems. The same as changing a Faith Promise will not change the recurring giving.

It is important for you to clean/purge your Faith Promise list we send out each year. This keeps your records current.

***% FUNDED:***

This is the percentage of budget you have raised figuring against your Faith Promises.

***LAPSED PARTNERS:***

These are donors that have lapsed in giving so you can follow up with them. We suggest you review your records to see if they gave all at once instead of monthly. If they have lapsed in giving you should follow up with them.

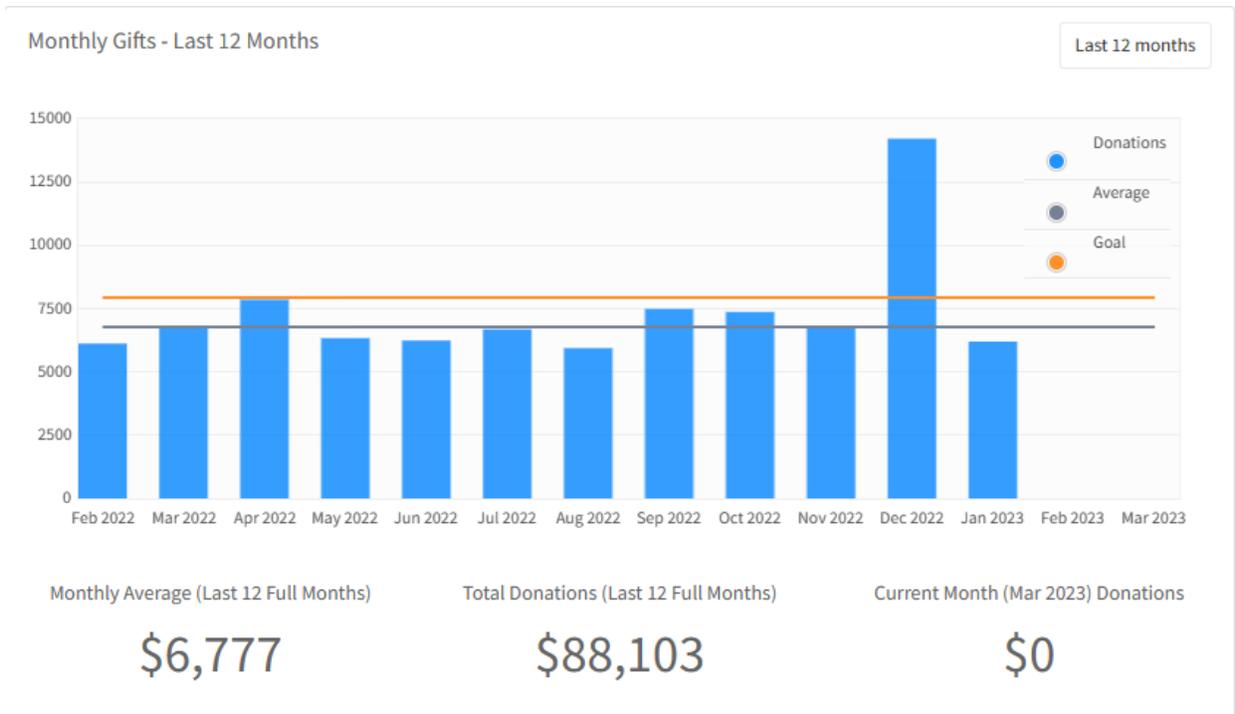
***TASKS:***

This is dependent on how you set up your portal. This may be a reminder to follow up, send a thank you, etc. You can change these reminders under Settings.

***BAR GRAPH:***

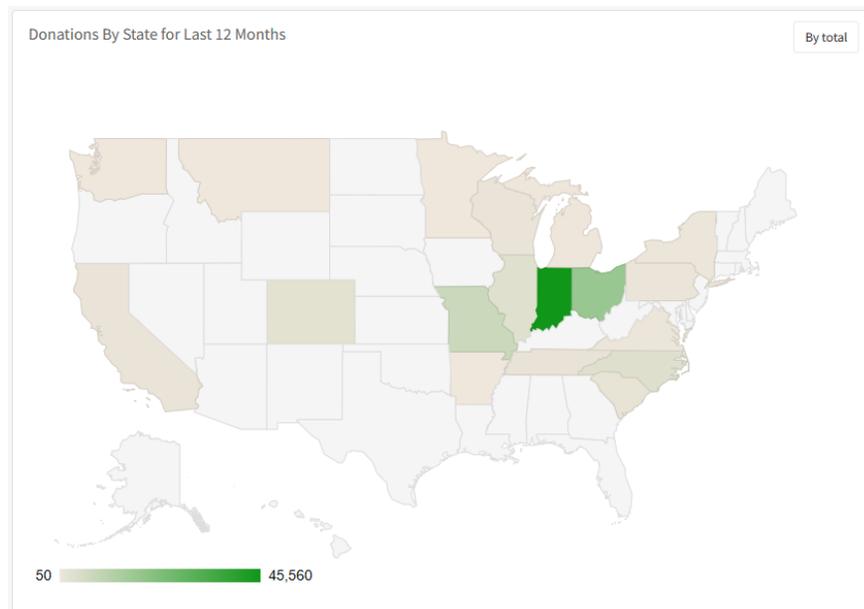
The blue graph lets you view your support over a 12-month period. Hover over the blue part to get the dollar amount.

The blue bars represent actual donations by month. The grey line is the average that shows across the bottom. The orange line represents the budget goal. It also shows donations for the last 12 months.



**U.S. MAP:**

The below chart was not meant to be released with Phase 1. However, we liked the way it filled the space, so we left it. In the future you will be able to drill down on each state. For now, you can see the totals by state, and it gives you a nice overview of where your support is coming from. There are two more graphs included.



## CONTACTS:

This is where your present contacts will load, and you can add new contacts that do not necessarily support you. If we have the contacts/donors phone numbers and email addresses on file they will also show.

There are many filters by which you can sort. You can also search by name or account number.

Contacts  
386 contacts

Search name or account #

Filters: Demographics Donations Faith Promise Groups Phases

Table Actions Create Contact

Clear filters

<input type="checkbox"/>	Acct # ↑↓	Name ↕ 1	Phase ↑↓	Faith Promise ↑↓	Faith Promise Date ↑↓	Last Donation ↑↓	Total Donations ↑↓
<input type="checkbox"/>	MA 463020	[REDACTED] Ballwin, MO	Partner	\$31.00/mo	1/29/09	1/20/23 (\$50.00)	\$
<input type="checkbox"/>	102715	[REDACTED] Indianapolis, IN	Donated	None		12/11/14 (\$50.00)	\$
<input type="checkbox"/>	110685	[REDACTED] Warsaw, IN	Partner	\$50.00/mo	7/10/19	1/19/23 (\$50.00)	\$
<input type="checkbox"/>	102697	[REDACTED] Lebanon, IN	Donated	None		4/21/10 (\$100.00)	\$

There are many filters by which you can sort. You can also search by name or account number.

444198

Filters: Demographics Donations Faith Promise Groups Phases

Table Actions Create Contact

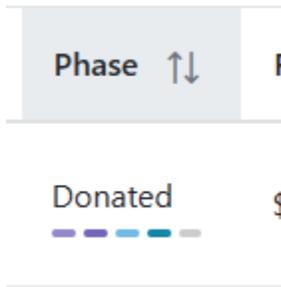
Clear filters

<input type="checkbox"/>	Acct # ↑↓	Name ↕ 1	Phase ↑↓	Faith Promise ↑↓	Faith Promise Date ↑↓	Last Donation ↑↓	Total Donations ↑↓
<input type="checkbox"/>	RE 444198	<b>Edgman, Ramona</b> Clever, MO	Donated	\$50.00/mo	6/21/22	1/20/23 (\$25.00)	\$275.00

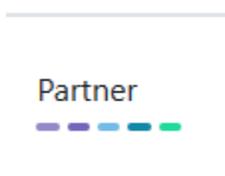
Showing 1 to 1 of 1 contacts << < 1 > >> 50

You will also see arrows up and down that you can use as a further sort.

Phase means where they are at in the process.

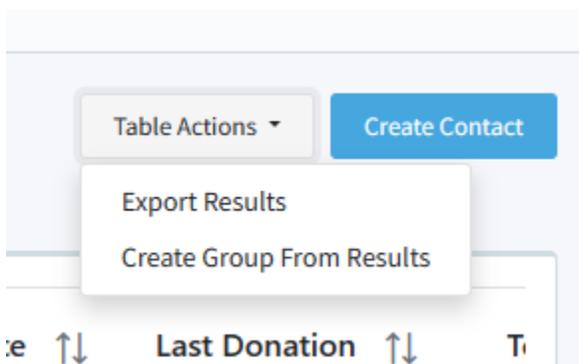


You can hover over the colored line, and it will tell you what each color means. In this case the donor has donated, but not a partner yet. Partner – meaning has a Faith Promise.



- Lavender – new prospect
- Purple – contacted
- Light blue – interested
- Aqua – donated
- Light green – partner (Faith Promise)

**TABLE ACTIONS:**



You can export results and it will give you a CSV file you can use for mailing, etc.

You can also click on Create Contact and add all your prayer warriors, new prospects, etc.

### New Contact

#### Basic Information

Contact Type: Individual

First Name: [First Name] Last Name: [Last Name]

Spouse First Name: [Spouse First Name] Spouse Last Name (if different): [Spouse Last Name]

Display Name: [Display Name]

Phase: None

#### Contact Information

Email: [Email Address] Label: [Give a descriptive name]

Phone Number: [Phone Number] Label: [Give a descriptive name]

To edit a contact, click on their name from the list.

**FULL CONTACT INFO:**

**Activity** | Dates | Notes | Tasks | Donations

Nov 2022

- Thank - Send thank-you for a new commitment of \$50.00 (11/30/22) [Mark Completed]

Jun 2022

- Faith Promise changed (6/21/22)  
Ramona changed their Faith Promise.
- Phase changed (6/20/22)  
Ramona changed from "" to "Donated".
- Contact created (6/20/22)  
This contact was created by GX2 AG Test Test.

#### \$50.00/mo Faith Promise

Total Donations	\$275.00
First Donation	\$50.00 on 6/20/22
Last Donation	\$25.00 on 1/20/23

#### Groups

No groups

[Manage](#)

#### Recent Donations

Date	Amount
01/20/2023	\$25.00
12/20/2022	\$25.00
11/20/2022	\$25.00
10/20/2022	\$25.00
09/12/2022	\$25.00
08/20/2022	\$50.00

**RE**  
Ramona R Edgman  
Donated  
[Edit](#)

Account #444198

#### Addresses

Official Mailing  
154 Lilac Ln  
Clever, MO 65631

#### Emails

No emails.

#### Phones

417-343-9628 preferred

This page gives you all contact info for a specific donor and you can enter in notes, tasks that will come up as reminders. You can see the donations that will go back two years from their last donation on the drop down of donations. The donations on the right panel will go back to 2005. We cannot go back further than 2005.

You can choose Edit from the left side and put in the name you may know this person as more informally or a nickname. It will retain the official name from Name/Address. You can add addresses, emails, and phone numbers.

### New Special Date ×

E.g., Johnny's birthday, Bob & Sue's Anniversary, etc.

Does this date occur annually?

Remind me

### NOTES:

You could put these in all different notes OR added the birthdays under dates. It depends how far you want to drill down on each. On this example I would put a reminder in 2026 to follow up on the building project.

Activity Dates **Notes** Tasks Donations

#### Past Notes

Note

Ruthy loves vanilla ice cream.

She has 3 kids.

Susie - Birthday is 1-5-2020 (Susie collects precios moments)

Brian - Birthday is 5-7-1997 (Brian loves chocolate)

Husband owns his own business

They have 4 dogs.

In 2027 they would like to help us with a building project.



## TASKS:

Activity Dates Notes **Tasks** Donations

Create a task

### Active Tasks

Thank - Send thank-you for a new commitment of \$50.00 **Due Date: 11/30/22**

✓ Mark Completed Edit

## Task Lists:

You can view the tasks outstanding and then remove them from list as done or no longer needed.

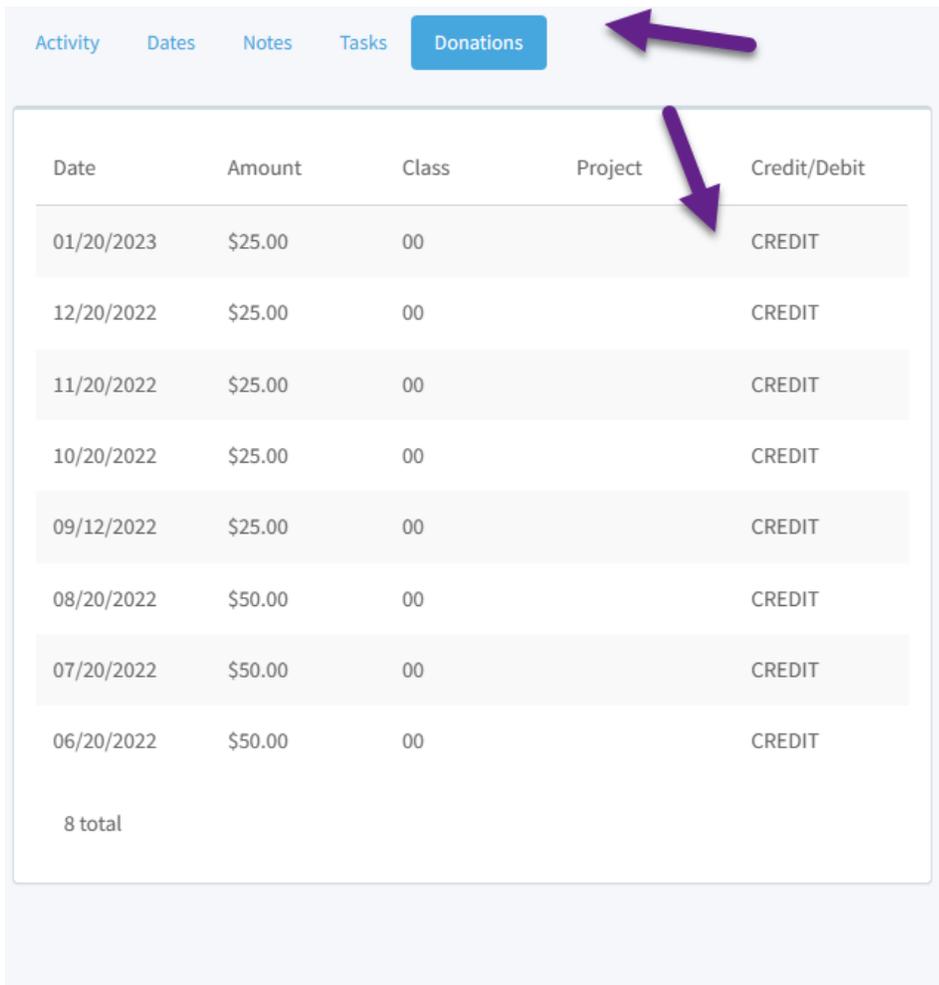
## DONATIONS:

Activity Dates Notes Tasks **Donations**

Date	Amount	Class	Project	Credit/Debit
01/20/2023	\$25.00	00		CREDIT
12/20/2022	\$25.00	00		CREDIT
11/20/2022	\$25.00	00		CREDIT
10/20/2022	\$25.00	00		CREDIT
09/12/2022	\$25.00	00		CREDIT
08/20/2022	\$50.00	00		CREDIT
07/20/2022	\$50.00	00		CREDIT
06/20/2022	\$50.00	00		CREDIT
8 total				

Donations goes back two years from most current donation. On Credit/Debit that DOES NOT mean credit or debit card. This is talking in accounting terms. Credit to the account. A debit would mean money taking back that was adjusted out.

Reminder: Donors are reminded if credit cards are expiring or decline.  
Contributor Services cannot talk to you about a donor's payment method.

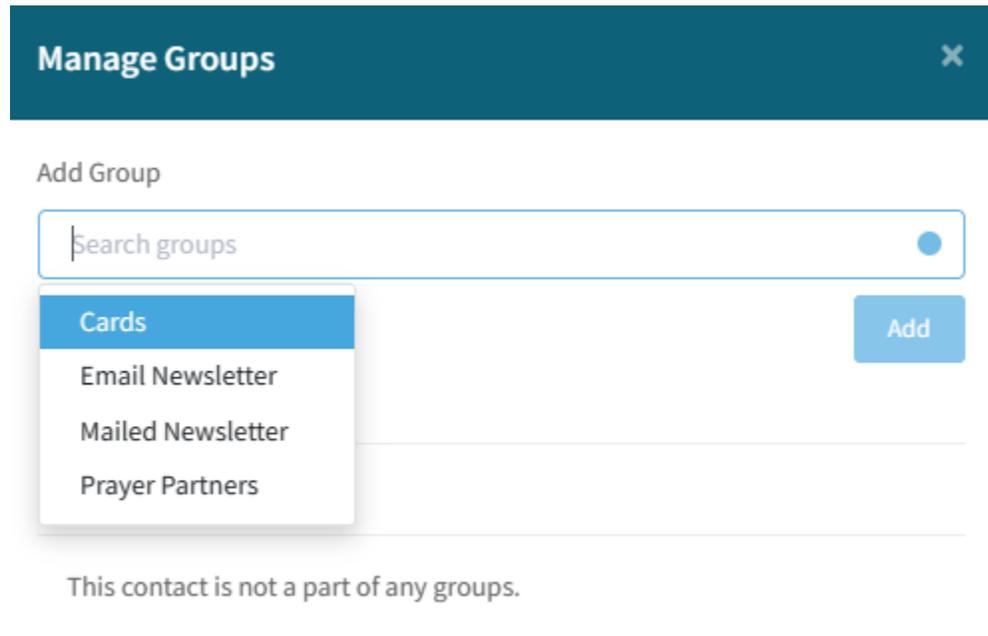
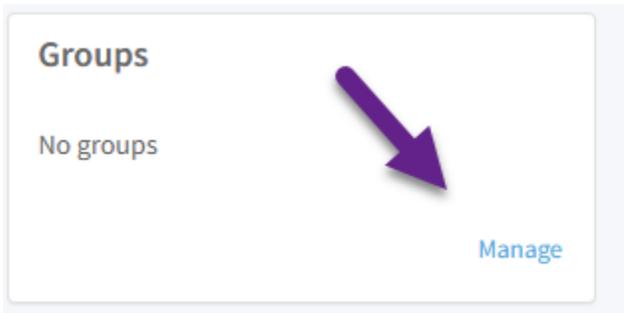


Date	Amount	Class	Project	Credit/Debit
01/20/2023	\$25.00	00		CREDIT
12/20/2022	\$25.00	00		CREDIT
11/20/2022	\$25.00	00		CREDIT
10/20/2022	\$25.00	00		CREDIT
09/12/2022	\$25.00	00		CREDIT
08/20/2022	\$50.00	00		CREDIT
07/20/2022	\$50.00	00		CREDIT
06/20/2022	\$50.00	00		CREDIT
8 total				

**GROUPS:**

Want to put this donor in a group?

You can add them to a standard mail group to export for newsletters OR you can create a new group from the Dashboard page under Groups. You could make Monthly groups for birthdays. You can produce any type of pull you would like.



## Create a Group



Group Name

Add

Cancel



Name	Member:
Cards	1
Email Newsletter	0
Mailed Newsletter	1
Prayer Partners	3
Star trek Fans	0
Star War Fans	0



## Prayer Partners Group

3 members

Search

Actions ▾

Export list

<input type="checkbox"/>	Name ▾	Contact	Phase ▾	Total Gifts ▾
<input type="checkbox"/>	 [Redacted] Columbus, OH		Donated	\$100.00
<input type="checkbox"/>	 [Redacted] Ballwin, MO	636-220-6526	Partner	\$2,040.00
<input type="checkbox"/>	 <b>Ramona R Edgman</b> Clever, MO	417-343-9628	Donated	\$275.00

Selected / 3 total

### Groups

Prayer Partners

### ***DONATIONS:***

Your new donations will load nightly. Here you can see where offerings from January are actually being entered in February. These will show up on your January cash receipts but it takes a few days after month end for them to enter the hundreds of thousands of dollars that come into General Council.

Batch Date ▾	Amount ▾	Class ▾	Donor ▾	Created Date ▾
01/24/2023	\$55.00	00	[Redacted]	02/03/2023
01/31/2023	\$150.00	00	[Redacted]	02/03/2023
01/24/2023	\$25.00	00	[Redacted]	02/03/2023
01/31/2023	\$100.00	00	[Redacted]	02/02/2023
01/19/2023	\$150.00	00	[Redacted]	02/01/2023
01/26/2023	\$100.00	00	[Redacted]	01/28/2023
01/27/2023	\$10.00	00	[Redacted]	01/28/2023

## Settings

### Auto-Thank Settings

- Automatically create a task to thank donors with new commitments.
- Automatically create a task to thank donors for a special gift.
- Automatically create a task to follow up on lapsed donors.
- Automatically create a task to review import duplicates.
- Automatically create a task to create thank you in number of days.

### ***MISSIONS PORTAL – COMMUNICATIONS POD:***

This is where you will find your dailies and everything else that was previously emailed to you. This will refresh nightly. (Emails will be closed in near future)

We are also adding our newsletters, delinquent reminders, etc.

Select communications from the left side of the portal.

-  Dashboard
-  Contacts
-  Groups
-  Tasks
-  Donations
-  Communications
-  Settings



To start we have set this up extremely basic. You will notice changes as we move further down the road.

You can select a date range so you can pull the reports you wish to see.

(Note: the TNT Sync Data will still appear, however, if they should implement more changes, we will discontinue supplying this special file).

<p><b>Monthly Statements</b></p> <p><a href="#">253599_20221231_Statement.pdf</a></p> <hr/> <p>Start Date: <input type="text" value="mm/dd/yyyy"/> End Date: <input type="text" value="mm/dd/yyyy"/> <input type="button" value="Search"/></p>	<p><b>Daily Cash Receipts</b></p> <p><a href="#">253599_20230203_DailyFaithPromiseCashReceipt.xls</a>  <a href="#">253599_20230202_DailyFaithPromiseCashReceipt.xls</a>  <a href="#">253599_20230131_DailyFaithPromiseCashReceipt.xls</a>  <a href="#">253599_20230128_DailyFaithPromiseCashReceipt.xls</a>  <a href="#">253599_20230127_DailyFaithPromiseCashReceipt.xls</a></p> <hr/> <p>Start Date: <input type="text" value="mm/dd/yyyy"/> End Date: <input type="text" value="mm/dd/yyyy"/> <input type="button" value="Search"/></p>	<p><b>Monthly Cash Receipts PDFs</b></p> <p><a href="#">253599_20221231_CashReceipt.pdf</a></p> <hr/> <p>Start Date: <input type="text" value="mm/dd/yyyy"/> End Date: <input type="text" value="mm/dd/yyyy"/> <input type="button" value="Search"/></p>
<p><b>Monthly Cash Receipts RTFs</b></p> <p><a href="#">253599_20221231_CashReceipt.rtf</a></p> <hr/> <p>Start Date: <input type="text" value="mm/dd/yyyy"/> End Date: <input type="text" value="mm/dd/yyyy"/> <input type="button" value="Search"/></p>	<p><b>Faith Promise Cash Receipts YTD</b></p> <p><a href="#">Missionary Faith Promise and Cash Receipts YTD 253599 December-2022.csv</a></p> <hr/> <p>Start Date: <input type="text" value="mm/dd/yyyy"/> End Date: <input type="text" value="mm/dd/yyyy"/> <input type="button" value="Search"/></p>	<p><b>TNT Sync Data</b></p> <p><a href="#">253599_20230203_tntMPD.tntdatasync</a>  <a href="#">253599_20230202_tntMPD.tntdatasync</a>  <a href="#">253599_20230131_tntMPD.tntdatasync</a>  <a href="#">253599_20230128_tntMPD.tntdatasync</a>  <a href="#">253599_20230127_tntMPD.tntdatasync</a></p> <hr/> <p>Start Date: <input type="text" value="mm/dd/yyyy"/> End Date: <input type="text" value="mm/dd/yyyy"/> <input type="button" value="Search"/></p>

The image shows a screenshot of a web portal interface with five search filter boxes arranged in two rows. Each box has a title, 'Start Date' and 'End Date' labels, input fields with a calendar icon, and a 'Search' button.

- Newsletters:** Start Date: mm/dd/yyyy, End Date: mm/dd/yyyy, Search
- Reminders / Notifications:** Start Date: mm/dd/yyyy, End Date: mm/dd/yyyy, Search
- Annual Reviews:** Start Date: mm/dd/yyyy, End Date: mm/dd/yyyy, Search
- Files:** Start Date: mm/dd/yyyy, End Date: mm/dd/yyyy, Search
- 1099s:** Start Date: mm/dd/yyyy, End Date: mm/dd/yyyy, Search

If you chose to receive your 1099s digitally, you can pick them up in the portal and retrieve them whenever needed. This will allow you to get them as soon as they are loaded instead of receiving them in the email. If we have your permissions signed, the 2022 1099s will show here. If you are interested in this for the future, you will need to fill out the release form. It can be found on our website at [www.usmissions.ag.org/missionaries](http://www.usmissions.ag.org/missionaries)

The intent that we will be adding additional functionality and you will be able to pick up forms here, file reports, etc.

***DOWNLOADING FILES:***

Click on the file you want to open, and it will appear in your downloads. It will also appear on your screen, and you can open the file and view. On your dailies your totals of your month to date offerings and total Faith Promises will be on the top of the file. New gifts will be in yellow. Remember, your totals are also on the Dashboard.