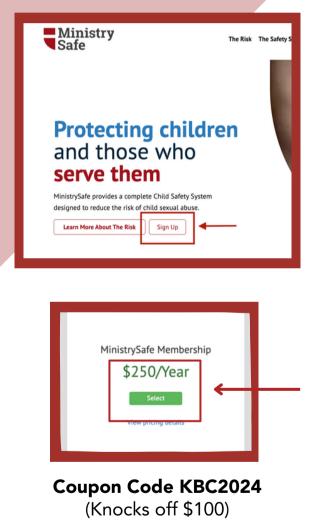
# Ministry Safe

Creating and using your MinistrySafe Control Panel





### **VIDEO TOUR**

Begin by viewing a video tour of the Safety System

#### **CREATING YOUR ACCOUNT**

To create your MinistrySafe account, go to the <u>Sign-Up page</u> on MinistrySafe's website. Select 'MinistrySafe Membership' from the two options.

You will be asked to input information about yourself and your church. On the third and final page of the sign-up process, you will be asked to provide billing information. Here you will enter the code **KBC2024** to receive \$100 off your first year's annual fee.

Once you have submitted your billing information, you will have instant access to your new account.



#### ADD USERS



Add Users by entering their name, email and role into the system. Choose a Training to send now. or wait to send one later.

Aut	Add user +													
Sei	Search Active Users •					ter By Tags	•	By Role • By Type • 10						
User Information							Awareness Training		Background Check		Screening			
0		Name	Tags	Role	EMP / VOL	Status @	Renewal 😔	Status 😡	Renewal @	Application	References	Interview	Policie	
	C 🕹	Jones, Melissa		ssa	EMP	20	09/09/2023	*	₿ 05/23/2021	~	~	~	~	
	@ <b>1</b>	Anderson, Brittany	Preschool, South Campus	trainee	EMP	20	11/11/2023	*	₿ 01/09/2023	~	~	~	~	
	@ <b>1</b>	Dawson, Shalee	Camp 2023	trainee	VOL	~	<b>G</b> 03/06/2023	*	₿ 03/03/2023	~	~			
0	œ <b>1</b>	Phillips, Jack	Nursery	trainee	EMP	~	<b>01/01/2023</b>	*	₿ 04/04/2023		~			
	@ <b>1</b>	Craig, Robert	Nursery	trainee	VOL	20	10/21/2023	*	₿ 05/09/2023	~	~	~	~	
	œ 🛔	Jarrett, Chris		trainee	VOL	~	<b>G</b> 06/06/2023	*	06/09/2023	~	~	~	~	
	@ <b>1</b>	Mathews, Lacey		trainee	EMP	~	<b>G</b> 06/12/2023	*	₿ 06/10/2023	~	~	~		
0	C 🕹	Johnson, Angela		trainee	VOL	~	11/01/2023	*	₿ 11/15/2023	~	~	~	~	
	ď <b>1</b>	Hastings, Laura	Preschool	ssa	EMP	20	<b>Q2/15/2024</b>	*	₿ 03/14/2024	~	~	~	~	
0	@ <b>1</b>	Peters, Justin	Camp 2022, Preschool	supervisor	EMP	~	G 01/10/2025	*	₿ 01/06/2025	~		~		

**Need help?** 

Check out our

Help Center

Track your Users' Training status on the Manage Users page.



## Still need help?

Give the MinistrySafe office a call or send us an email or chat!



support@MinistrySafe.com

Hours: M-TH 9am-5pm Central F 9am-3pm Central



833-737-7233 Toll Free