

# SafeChurch Registration By Policy Information



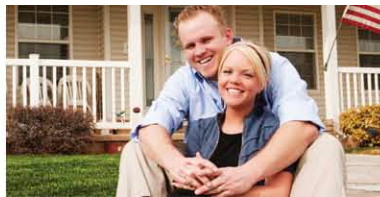
**For the “Administrator”  
(Main Contact Person)  
At The Church**



# Registration By Policy Information

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- **This is for the first person, a main contact person who becomes the “administrator” of their church’s SafeChuch account**
- **They will “Join Using Your GuideOne Policy Information”**



# Registration By Policy Information

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- **First step: go to [www.safechurch.com](http://www.safechurch.com)**





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Select "Not a member yet? Click here to join"

## Make your church safer today

We'll help you discover how your church operations can be safer. Our inspection and assessment tools will give you:

- Safety improvement recommendations
- Project plans for safety improvements
- A variety of resources that help make your entire ministry safer
- Access to proven (but difficult to find) safety resources
- Access to an outstanding, affordable background checks service
- A secure way to meet with others in your church—online and in real time
- Access to online training that's designed specifically for churches



### Protect Your Church Now!

Learn how to shepherd your flock and keep it from harm by reading "[The Missing Ministry](#)" book.

Order a copy today and receive a [20% discount](#).

### Insurance Basics ▶

- Van Driver Training
- The Missing Ministry Book
- SafeChurch Certification
- Credit



Are you a GuideOne customer ready to set up your SafeChurch account?



Watch our site walk-through videos to help get you started.

### BACKGROUND CHECKS

Trusted By



SHEPHERD'S  
WATCH  
Background Checks



Trusted Service.  
Superior Support.



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## New User Registration

### Registration Step 1

Select the first option

Access to the SafeChurch site can be obtained through one of the following three options:

- Join using your GuideOne Policy information.
  - Join using your GuideOne Quote Number (if you don't have a policy number yet and have been issued a quote number).
- OR
- Join using your church's SafeChurch access key. (This key was provided and can be obtained from the individual who registered your church to the SafeChurch site or a SafeChurch site church administrator.)

**Next**



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## New User Registration

Registration Step 2

### SafeChurch User License Agreement

Click the "I Accept" button below to accept these terms and conditions and begin using the SafeChurch web site:

#### TERMS OF SERVICE LICENSE AGREEMENT

This Service is provided to individuals who are at least 18 years old. By completing the registration process, you agree to all terms and conditions of the service.

#### Member Account

To register for the service, you must provide current, complete, and accurate information on the registration form. SafeChurch is a service limited to GuideOne Insurance commercial customers as an additional benefit of insuring your organization with GuideOne. Access to the SafeChurch web site is granted as long as you have an active commercial insurance policy with GuideOne but will be suspended upon termination or cancellation of your policy with GuideOne. GuideOne reserves the right to terminate access to the SafeChurch web site in the

Cancel

Previous

I Accept

This brings up the "SafeChurch User License Agreement" Read and select "I Accept"



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## New User Registration

### Registration Step 3

You have chosen to create your SafeChurch website account using GuideOne policy information. To validate your GuideOne policy, you will need your GuideOne policy number, policy type and agent number. All policy information can be obtained from your GuideOne billing statement, or by calling GuideOne Customer Support at 1-800-747-2154.

The policy number and policy type are located under the premium statement section that is located in the middle of the billing statement. Enter the policy number and corresponding policy type which appears to the right of the policy number.

The agent number is located in the upper right hand corner of the billing statement. A five digit agent number should be entered with no dash.

[Click here](#) for additional assistance to preview a sample billing statement. If you have further questions about your GuideOne policy number, please call 1-800-747-2154.

GuideOne Policy Number:

GuideOne Policy Type:  ▼

GuideOne Agent Number:

Main Church Telephone Number:

**Enter policy number**

**Select policy type from drop-down box**

**Enter agent number, main church telephone number, then select "Next"**

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## New User Registration

### Registration Step 4

Please take the time to complete the following information regarding your church.

Church Name:  \*

Address 1:  \*

Address 2:

Address 3:

City:  \*

State / Province:  Zip / Postal Code:  \*

Country:

Phone:

Denomination:  Church Size:  \*  
(# of Members)

Enter information about the church – those marked with a red asterisk (\*) are required fields

### Profile Questions:

The SafeChurch website contains a risk assessment tool that can be used to perform safety risk assessments on your church. This assessment tool contains questions that are categorized according to various church related exposures. However, since not all questions may be relevant to your church operations/locations, the following church profile has been designed to eliminate any unnecessary questions. For example; there would be no assessment questions relating to pipe organs, unless the question below, Does the building have a pipe organ?, is selected.

**Church Operation Profile Questions** - the following questions are specific to your overall church operations and will be used to eliminate unnecessary questions for all of your locations.

- Are recreational activities provided?
- Do employees and/or volunteers use ladders?
- Do employees and/or volunteers use scaffolding?
- Does the church own or operate any vehicles?
- Does the church sponsor mission trips?



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**This is the continuation (bottom) of registration step 4 where they're entering information about their church.**

**Profile Questions:**

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**Church Operation Profile Questions** - the following questions are specific to your overall church operations and will be used to eliminate unnecessary questions for all of your locations.

- Are recreational activities provided?
- Do employees and/or volunteers use ladders?
- Do employees and/or volunteers use scaffolding?
- Does the church own or operate any vehicles?
- Does the church sponsor mission trips?
- Does the church utilize volunteers?
- Does your church allow outside groups to utilize the facilities?

**Location Specific Profile Questions** - the following questions are location specific and should be answered for each location.

- Are there any deep fat fryers or grease producing appliances in use?
- Does the building contain a kitchen?
- Does the building contain stained glass?
- Does the building have a fire alarm or fire detection system installed?
- Does the building have a pipe organ?
- Does the building have a sprinkler system?
- Does the building have either a passenger or freight elevator(s)?
- Does this location have a baptistry?
- Does this location have a playground?
- Does this location have a swimming pool?
- Does this location operate a daycare or nursery?

**Click on these profile questions to indicate "yes" as appropriate – this narrows or expands the information available to the church based upon the features they have.**

**A green check mark means "yes."**

**When finished, click "Next"**

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## New User Registration

Here they create their username and password

### Registration Step 5

Great. Let's now setup your user account, starting with your new User Name and

Only restriction on username is that nobody else registered at SafeChurch can have the same username

User Name:

Your new password needs to be 6 to 15 characters long and is case sensitive. It must also contain at least one number and one alpha character.

In creating their password, must be between 6-15 characters long and have at least 1 letter and 1 number. Password is case sensitive.

Enter Password:

Confirm Password:

Security Question:  ▼

Security Answer:

Create an answer to the security question, then select "Next"

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## New User Registration

### Registration Step 6

Excellent! Just a little more information and you're finished.

First Name:

Last Name:

Email Address:

Phone Number:

Job Title:

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Enter the information requested.

This is a drop-down box

Then select "Next"



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## New User Registration

### Registration Complete

Congratulations, you are now registered and have created an account for yourself and other members of your church to use. Since you created the account, the SafeChurch site recognizes you as the administrator of your account. The information on the next screen should be reviewed as it's important to understanding your role as the administrator of your SafeChurch website account.

**Registration is now complete – make sure to click “Finish” to obtain the church’s “access key” that others at the church will need to register at the site.**

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## Church Administration - Church Information

As the administrator of your SafeChurch account, the information you enter will determine how your church website operates.

### Church Access Key

Welcome. All churches who register an account on the SafeChurch website as part of your church account. Your job as the administrator is to distribute the church access key to those individuals of your church you would like to utilize the SafeChurch website. Your church access Key is: **5dwznmtc**

**This page shows the church “access key” to write down and share with others at the church who may want access to the site. Each church has their own unique “access key.”**

Additional members of your church want to register to the SafeChurch website, please [Click here](#).

### Church Information

This is the general information on your church you completed during the registration process. This information is in regards to your main location and further information would need to be entered for any additional locations. To view or edit this existing information, please [Click Here](#).

### Users

As additional members of your church register under your SafeChurch account, the users section will allow you to view which individuals have joined. Your responsibility as the account administrator is to designate individuals who could operate as an additional administrator and to maintain the active status of those individuals joined under the church's account. To view all individuals who have registered under your SafeChurch account, please [Click here](#).

### Locations

The SafeChurch website contains a safety risk assessment tool that can be used to perform risk assessments for your church. One feature of the assessment tool is the ability to conduct assessments by location. For example; if your sanctuary and fellowship hall are two separate buildings, the risk assessment tool allows you to enter both locations and conduct a separate assessment for each location. As the account administrator, it's your responsibility to enter any additional locations into the SafeChurch website. If no additional locations are entered, only the location entered during the registration process will appear when utilizing the assessment tool. To add or remove a location, please [Click here](#).

### Forums

This site includes a Forums feature which allows your church members to create subjects, or topics, and have discussions by replying to a subject. Users can also upload attachments and add them to a subject. By default, we have setup a forum for each of the categories used in this site. [Click here](#) to go to the main Forums page where you can add, edit or delete forums as well as subjects, attachments and replies to subjects.

As we mentioned, users can add attachments to Forum subjects. Your church has designated amount of space allocated for attachments. Your current attachment space usage is 0.0 mg of maximum allowable of 51.2 mg (0.0 %)