



J. Pekala & Associates is pleased to provide your organization with GuideOne's SafeChurch!

SafeChurch is the most comprehensive Risk Management resource available to churches! SafeChurch, brought to you by GuideOne Insurance and Group Publishing, Inc., offers access and in-depth information on church safety topics that you won't find anywhere else. Some of the features of SafeChurch are (but not limited to) :

- * 100 Risk Management Resources
- * E-newsletter packet full of timely information your church needs to know
- * Assessment tool that provides a risk management report customized for your church
- * More than 125 safety video files with helpful photos and descriptions of potential risk, as well as specific recommendations to help protect your church even further
- * Online video training courses designed specifically for churches, that can easily be accessed by your church leaders from the comfort of their homes at times that are convenient to them
- * Access outstanding affordable background checks service; and
- * A secure online way to discuss safety issues with others in your church community

A program like SafeChurch could cost your organization over \$150 a year to join. However, since your organization is insured with GuideOne Insurance through our agency, SafeChurch is free to you!

Signing up can not be easier. The following steps will set your organization up to access the wealth of information SafeChurch can provide. To access SafeChurch, go to our agency website at www.churchinsurers.com, and click on the SafeChurch “Port” or go directly to the SafeChurch website at www.SafeChurch.com.

Once you get on SafeChurch, on the top left you will see the Members Logon. It will look like the example below but smaller. Choose the options I have highlighted in red.

Members Logon	
{username}	
<input type="text"/>	*
{password}	
<input type="text"/>	* <input type="button" value="GO"/>
Not a member yet? Click here to join.	
Forgot your password? Click here.	
Are you a GuideOne agent? Click here.	

Then follow these User Registration Steps:

1. **Registration Step # 1:** "[Join using your GuideOne information \(requires GuideOne policy information\)](#)".
2. **Registration Step # 2:** User Licensing Agreement. "[I Accept](#)".

3. **Registration Step # 3:** The next screen is the New User Registration. It is here you need to add in some basic information:
 - **GuideOne Commercial Package policy number** (or other policy number if no CPP).
 - Policy Type – **Commercial Package** (unless you used a different policy number above).
 - GuideOne Agent Number – **37475**
 - **Your Organization's phone number**

4. **Registration Step # 4:** Just complete the questions with your organizations name and address as well as other general information it requests. Then complete the survey questions below and check any all items that apply to your ministry.

5. **Registration Step # 5:**
 - I recommend that your organization choose as your user name the name of your church and not an individual's name.
 - Then follow the requirements to set up a "Password". Your password should be something only your designated Administrator or a few "key leaders" will need to know and remember. You can provide wider access to members and department heads by way of the *SafeChurch*"Access Key # "that will be provided after your organization is fully signed up.

6. **Registration Step # 6:** This is just additional information about the person who will be the main contact for your organization.

Now your organization is ready to use SafeChurch as you wish! All churches who register an account on the SafeChurch website are assigned an access key. The access key is to be given to additional members of your organization who need access the SafeChurch website. The access key number is provided when the main user has completed the set up steps.

One additional word of caution, while most of the information and services are free to our customers, your church should be aware that some product materials will need to be purchased. The program will not allow the user who logged on via the access key to make purchases on the organization's account! Any individual using the program can purchase items but will need to provide a credit card or choose other forms of payment provided at the on-line store.

On behalf of our agency, I hope your church chooses to use SafeChurch as a primary source for your church's risk management solutions as well as our agency for any questions or concerns. SafeChurch is just one other good example of how our agency provides "Old fashion service with modern day solutions." If you have any questions you may call our office toll free at 1-888-829-6505.