

## ① Open Your Browser

### Navigate to: MissionInsite.com

Click on the **Registration Information** button on the left side of the home page. Opens the Registration Information Page. Click on Register. Enter Your Unique AGENCY ACCOUNT ID#



## ② Begin the Registration Process

- a. Select your city and your church.
- b. Complete boxes creating your unique User Name and Password.
- c. Review terms, check the Accept Terms box and click Register. You will receive an e-mail to verify your registration which contains your Activation Code from MissionInsite. Check your Spam/Junk box if the e-mail does not appear in your Inbox.
- d. Complete Registration as instructed in e-mail. For more help, click Support on the Contact Us tab or use LIVE CHAT.
- e. When you verify your e-mail you will be logged into your study. For future log ins click the Login Tab on the MissionInsite Home Page.

## ③ Welcome Screen

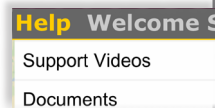


The Welcome Screen provides a basic orientation and suggested uses to important PeopleView™ System functions and resources. Click each button to view these key resources.

## ④ Mouse Over the Help Tab (Top Left of Web Page)

The place to look for support. Contains Videos, Documents, How To and Contact information including **Live Chat**. 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)**
- **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)



## ⑤ Select Report Wizard and Congregant Plot

### Mouse Over the Tools Tab (Top Left of Web Page)

The **Report Wizard** will assist users in rapid and easy creation & customization, for all geographies, of QuickInsite™, ExecutiveInsite™, FullInsite™, Impressions™ or Quad™ Reports (if licensed).

The **Congregant Plot** tool adds the ability to view congregants on the map and create a ComparativeInsite™ Report. (Check with your Regional Agency about access rights). See "Compare Your Congregation To Your Community" for details.

## ⑥ Explore the Map Tools

All PeopleView™ System functions are selected from **Map Tools**. Begin by changing the map background using **Backgrounds**. Create your first geography in **Shapes** and access information with one of the **Predefined Reports** or **Build Report**. Build A Report is ideal for accessing data to answer specific questions such as "How many preschool children live within a mile of the church?"

