



<https://agpassport.ag.org>
agpassport@ag.org

Setting Up An AG Passport Login Church

HOW DOES THE CHURCH SIGN UP FOR AN AG PASSPORT LOGIN?

Note: Secure AG websites require JavaScript and Cookies to be enabled. Please be aware some firewall software may also block cookies.

1. Go to the AGPassport site <https://agpassport.ag.org> and click on “**Not Yet a Member? Sign Up**”.
2. Review the next screen which gives an overview of your minister account type. Then click Continue.
3. Complete the information requested:
 - Username – We suggest you use the church General Council/Gospel Publishing House (GC/GPH) Account number. (Username must be unique.)
 - Password
 - Re-enter Password for accuracy purposes
 - Account Number
 - * *Your church GC/GPH account number will be seven digits and begin with a “1.”*
 - * *If you are unsure of your church GC/GPH account number, it is **pre-printed** on the blue and white contribution receipts that are sent from the General Council showing a receipt of payment/support.*
 - * *You can also find your church account number on your copy of the Annual Church Ministries Report (ACMR).*
 - * *You **cannot** use your personal/minister GC/GPH account number to create or access the church AGPassport login.*
 - * *If you have forgotten your church GC/GPH account number, skip to the [“What if I have forgotten my GC/GPH Account Number/Code”](#) section below.*
 - Email address - It is important that this email address is current and valid as it will be the official on file email address for your church.
 - Re-type email address to ensure accuracy.
4. Click the “Sign Up” button: If an error message is displayed after you submit your login that reads:

- ♦ ***“The User Name entered is not a valid username. Please make sure that the username is at least 6 characters and does not start with a space.”*** Please create an AGPassport username that meets the above criteria.
 - ♦ ***“An AGPassport account already exists for the GPH/GCAG account number entered.”*** There is already an AGPassport login setup with your church’s GC/GPH account number. Check with other potential AGPassport users in the church for the login information. If you cannot find the login information, please skip to the section entitled **[“How do I retrieve my Username and Password?”](#)**
 - ♦ ***“There was a problem setting up AGPassport user account. Username already exists.”*** The username you chose has already been taken. You will need to choose a more unique username.
5. After you have successfully completed steps 1 through 4 above, you will be directed to the zip code validation screen. Enter the mailing address zip code then click Submit.
 6. The next screen displayed will be your Home screen. In the “Current Linked Sites” section, you should see a list of links for all sites/applications to which you have access. For example you will see the “Website Setup” link for anyone interested in setting up an AGPassport website for your church or the “Annual Church Ministries Report” link for the online ACMR.
 7. Once the AGPassport login registration is complete, you will access AGPassport in the future by visiting <https://agpassport.ag.org> and entering your set username and password.

Congratulations!
You have finished your AGPassport login!

If you encountered a problem while creating an AGPassport login, the following pages contain the additional information you will need. They are as follows:

- ♦ What if I have forgotten my GCAG/GPH account number?
- ♦ How do I retrieve my username and password?
- ♦ How do I change my password, email address, or other personal information for my AGPassport login?

If you have any questions contact us at agpassport@ag.org.

WHAT IF I HAVE FORGOTTEN MY GC/GPH ACCOUNT NUMBER?

1. Go to the AGPassport site <https://agpassport.ag.org> and click on “**Not Yet a Member? Sign Up**”.
2. Review the next screen which gives an overview of your minister account type. Then click Continue.
3. In the opening sentence, there is an option to CLICK HERE, if you do not know your GC/GPH account number.
4. AG Account Number Request - Please click the type of account.
5. On the next screen, fill out the required information and submit request. The request will go to the IT Account Services Department at the General Council. They will email your GC/GPH account number to you; usually the next business day.
6. Once you have your account number, return to the steps in the previous section entitled [“How do I sign up for an AGPassport login?”](#)

HOW DO I RETRIEVE MY USERNAME AND PASSWORD?

If you have forgotten your AGPassport login information or do not remember creating an AGPassport login, please follow the below instructions to receive your login information.

1. Go to the AGPassport site <https://agpassport.ag.org> and click on “**Forgot Password? Retrieve Login Information**”.
2. This screen gives you two options. Forgot USERNAME and Forgot PASSWORD

To retrieve the church Username: Enter either the church GC/GPH account number OR church email address that is on file with AGPassport. Click submit.

To retrieve the church Password: Enter either the church AGPassport Username, OR the church GC/GPH account number OR the church email address that is on file with AGPassport. Click submit.

3. After you have successfully completed these steps, an automated email will be sent to the **email address** that is on our AGPassport file. This email will include a link that will help you ‘reset’ your AGPassport password.

If you submit a “Forgot Username” or a “Forgot Password” message and don’t receive a reply within 24 hours:

- ♦ *It may be because the email address that was supplied to setup your AGPassport login is no longer current and so the response was unable to be delivered.*

- ♦ *Check your spam blocker. The message may have gotten sent there.*
- ♦ *Send a message to agpassport@ag.org. State that you haven't received a reply to your "Forgot Password" request. Be sure to include the email address you want on your AGPassport account, your name, address, and GC/GPH account number.*

HOW DO I CHANGE MY PASSWORD, EMAIL ADDRESS, OR OTHER PERSONAL INFORMATION FOR MY AG PASSPORT LOGIN?

To change the church password, email address, or other information, login to AGPassport at <https://agpassport.ag.org>. Click the "My Profile" link. You will be taken to a screen containing the church information.

Click on the PAPER/PENCIL icon in the upper right hand corner. Make your changes and click the "Update" buttons.