

FRATERNAL ONLINE SYSTEM

CONGREGATIONAL COORDINATOR QUICK REFERENCE

IMPORTANT!

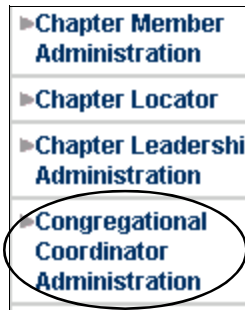
The Congregational Coordinator Administration area of the Fraternal Online System is accessible to **congregational coordinators only**.

Access requires a PIN (Personal Identification Number). After you register online for the PIN, it will be mailed to you. This process could take 5-7 working days, so request your PIN now to have it available when you start work in the system.

Accessing Fraternal Online System

1. In your Internet browser, go to **www.thrivent.com**.
2. Click on the **Members Only** tab.

3. Click the **Congregational Coordinator Administration** link on the Members Only page.
 - You will be required to log in with your PIN.



Note: Many of the Fraternal Online System screens have "Tips for using this page."

Why the Internet?

The Internet is a major resource for congregational coordinators. It offers ease and accessibility to request funding for activities, to report activities and look for needed information. The Internet provides the latest, up-to-date information any time of the day.



To access the Fraternal Online system you must have access to the Internet through an Internet provider. If you are unfamiliar with the Internet or do not have access, we strongly suggest you pursue one of the options below to get started with the Internet:

- Ask a family member, friend or relative who uses a computer regularly to help you get started.
- Visit your local library. Most libraries have computers that can be reserved to access the Internet.
- Sign up for an Internet class at a local computer training company or technical college.

Congregational Coordinator Options

Through the Congregational Coordinator Administration site, Congregational Coordinators will be able to:

View:

- Chapter Information.
- Chapter leadership board, current and historical.
- Congregational coordinators for churches in the chapter, current and historical.
- Chapter activities.

View, request, change, withdraw and report:

- Care in Congregations program activities.