

## **How To Fill Out Applications**

1. Go Under “What We Do”
2. Click on your area of interest (Retirement Plan, KIM Global Project, Funding Clergy, etc...)
3. Scroll down and click apply
4. It will take you to the login page if you are not logged in
5. If you are not logged in or do not have an account log in or create an account
6. Once logged in, if it does not take you to the application page,
7. You may be directed to the dashboard, click on “Go to website”
8. Then repeat steps 1-3 and then apply.

## **Create an account/Login**

1. Go to login page
2. Login, if you don't have an account, click create account at the bottom left
3. Type in your credentials (information)
4. Then you may be directed to the dashboard, if you are there, you can access your dashboard menu by clicking on the “3 lined menu to your right)
5. If you want to go to the main website, click “Go to website”

**NOTE:** All applications, except the retirement application, are to be made on behalf of the entity (church/ministry), by the person authorized to complete the application.