



PAUMCS

PROFESSIONAL ADMINISTRATORS
OF THE UNITED METHODIST
CONNECTIONAL STRUCTURE

First Time Login Instructions for PAUMCS Membership Site

1. Open your web browser and go to www.paumcsmembership.org.
2. Click on "Site Access" at the top of the page.
3. Click on "New Membership Report".
4. Complete the membership form, noting the following:
The email address you enter will be your login information and tied to your membership record. You must check one of the 3 options under Membership Eligibility to successfully complete the form: Currently Employed by a UMC Church or agency; Past National President, or Retired but maintaining certification
5. The last question on the form asks about your payment. You can choose to pay online with a debit/credit card or mail a check to the address shown. Choose your selection and then click "Submit"
6. If you choose to pay by debit/credit card, it should take you to the page where you can enter that information. (If for some reason it does not take you to that page, you can still pay by debit/credit card later.)
7. Once the form is submitted, you should receive a message stating that "an email has been sent to your account..."
8. Open the email and follow the instructions included to confirm your email address.
9. You should receive another email thanking you for submitting your membership and reminding you that if you did not pay online, you need to send a check. At the top of that email, there is a link that will take you directly back to the membership site. Click on "Login".
10. In order to create a password for the site, click "Forgot password" and then enter your email address (must be the same one you used in the original membership form.)
11. Follow the instructions provided in the email you will receive to create a password. You will then be able to log on to the site and see all of your information. You can edit/update personal information, view your CEU records and certification information, if applicable.
12. If you wish to pay by debit/credit card now, go to your "detail" record and look for the "Pay Fee" button on the left.

If you experience any problems during this process, please contact Gail Douglas-Boykin, PAUMCS Membership Chair, at membership@paumcs.org or 917-692-0919.

Thank you for your interest in PAUMCS!