

### ① Open Your Browser

#### Navigate to: [MissionInsite.com](http://MissionInsite.com)

Click on the **Register** button on the left side of the home page.

Enter Your Unique **AGENCY ACCOUNT ID#**

(available from your Regional Agency Office)

### ② Begin the Registration Process

- a. Complete the Registration Information.
- b. Create your unique User Name and Password.
- c. Check email for your Activation Code from MissionInsite.
- d. Enter Password & Activation Code to complete the registration process. For more assistance view the How to

Register "Guided Tour" by clicking the link found in Step Two of the Registration Page.

- e. Select Login from the tab on the left side of the MissionInsite Home page. Enter your newly created User Name and Password.

### ③ Review Welcome

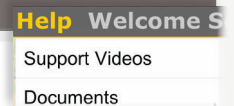
#### PeopleView System Options

The Welcome Screen provides shortcuts to important **PeopleView** System functions and resources. Click on the button "**View Starting Point Orientation**" for instructions on how to get started using the PeopleView System.

### ④ Mouse Over the Help Tab

This is the first place to look for **Answers**, **Support Videos** and **Documents**. Review each tab to discover the wealth of material available to assist in your use of the **PeopleView™** System. Support 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

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 has the ability to upload, plot and edit their church's congregants. (Check with your Regional Agency about access rights). Watch the two support videos under the Help/Videos section for additional information as well as "Maximizing the Power of Congregant Plot" under the Help/Documents section.

### 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**.

#### Map Tools

- ▶ Backgrounds
- ▶ Standard Lay
- ▶ My Layers
- ▶ Plotting