

Verified Nazarene Accounts

What is a Verified Nazarene Account?

Verified Nazarene Accounts are required for applications such as *MyProfile*. Having a verified account will reduce user frustration over time, as it will link the Nazarene Account with the right “person record” in our master database.

How do I get my Nazarene Account verified?

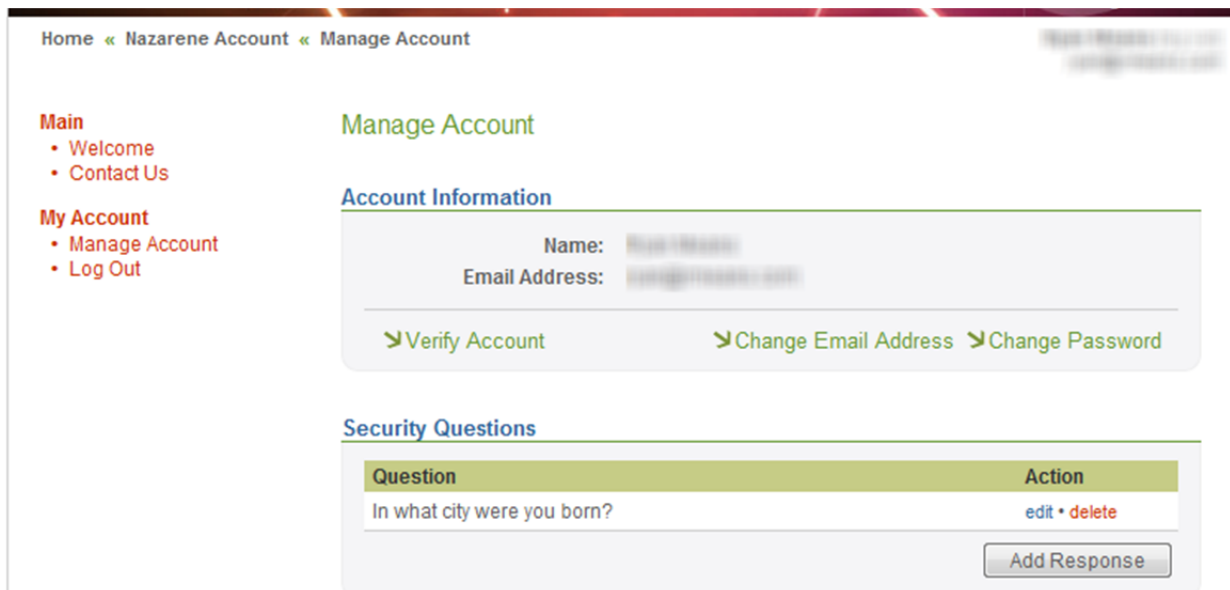
If you’ve ever used free credit-check tools from the three largest credit reporting agencies, the process for verifying your Nazarene Account may seem familiar: You don’t have a personal account with the credit agencies—yet, due to a government mandate, they have to release your record at your request and without any sort of human interaction. Because the requested data is sensitive, you must first provide the agency with personal information (i.e. your birthdate, social security number [government ID], address, name, etc.) to verify your identity. If the information you provide is a precise match, the agency displays your data.

Verifying your Nazarene Account is a similar process. Since almost every person who has served in a full time ministry role has elected to receive some sort of benefit from Pensions & Benefits (P&B), we already have the personal information necessary to validate the accounts of over 48,000 people! Verification allows us to be sure that the Nazarene Account holder is really who they say they are before we allow them access to applications like *MyProfile* that contain sensitive information.

The Verification Steps

Step 1

Once you’re logged into Nazarene Account, click on the “Manage Account” link. You will notice a “Verify Account” link at the bottom of the *Account Information* section. Click on the “Verify Account” link to start the verification process.



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Step 2

On the following screen you will get a notice explaining what it means to verify your account—we'll talk more about that at the end of this document.

Step 3

If you agree to the notice and decide to verify your account, you'll be asked to provide some personal information. We'll take the data you provide and match it against our database. If we find a match that meets our security requirements, your account will be automatically verified!

Verify Account

To help us protect your sensitive information, some applications require that you verify your identity for your Nazarene Account. Please provide all of the required information below.

* denotes a required field


1. Personal Information

* First Name:

Middle Name:

* Last Name:

Suffix: ▼

* Date of Birth: 
(mm/dd/yyyy)

* Government ID
Sequence: (social security number, FEIN, etc)

2. Address Information

* Country: ▼

* Address Line 1:

Address Line 2:

* City:

State/Province: ▼ (US and Canada only)

Postal Code:

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Step 4a

If we are not able to find an exact match in our files, you will see the following error:

Verify Account



Cannot verify account

The information you provided did not match any record in the Church of the Nazarene's files. If you are certain that the Church of the Nazarene already has this information on file then please use the contact us page for more assistance.

Suggestions

- Use the Back button and make sure you entered all of the information correctly.
- We may not have enough information in our system to verify your account. Please contact the Global Ministry Center for assistance.

[↪ Contact the Global Ministry Center](#)

If this happens, proceed to **Step 4b**. Otherwise, proceed to **Step 5**.

Step 4b

If there is no match, but you are absolutely sure the information you provided is correct, contact us and a staff member—typically from the P&B office—will be able to identify which specific information couldn't be verified. It may be that you provided the correct information, but we did not have sufficient details in *our* database to find a match.

For example, we may have an incomplete person record for Joe Smith that does not contain his Government ID number. If Joe Smith tries to verify his Nazarene Account, without this number in *our* database, our system cannot determine with absolute certainty that we have a match. Again, GMC staff will be able to assist in getting this information into our system. Once completed, the Nazarene Account can be verified.

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Step 5

Upon successful verification, you will receive the following message:

Verify Account



Account verified

Your account has been marked as verified

For your security...

Please follow these rules to protect your sensitive data.

- **Do not share** your login information with other people. Remember that this account now has access to applications which may display your sensitive information.
- Use a personal email address for your account login.
 - [I want to change my account email address](#)
- If this account has been shared among multiple people, then please change the email address login and/or the account password.
 - [I want to change my account password](#)

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Why can't I share my Nazarene Account?

For a while now, you have heard us say: “Don’t share accounts,” “Don’t give your account over to the next person in your position,” etc.

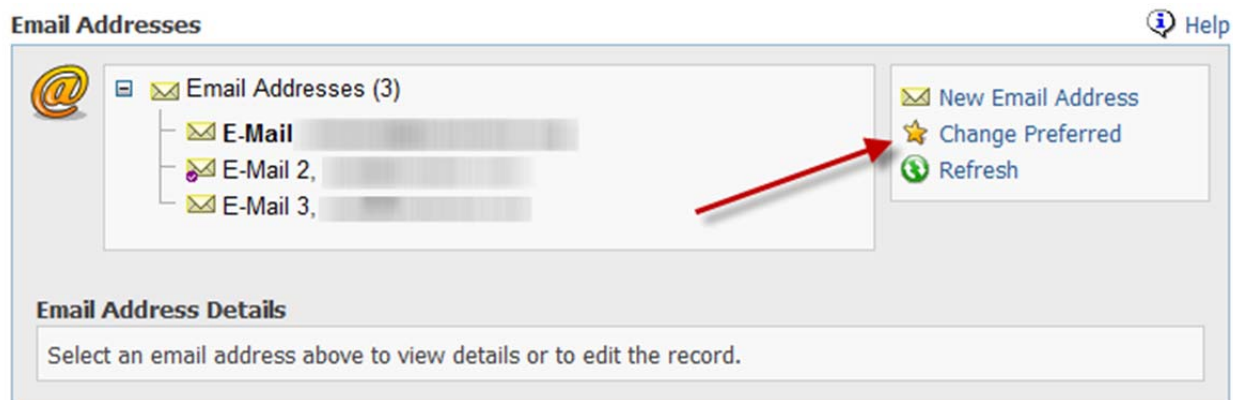
Here’s why: Once the account is verified, it is linked permanently to your personal record. Changing your email address does not break that link. This is meant to be your personal account for your lifetime in ministry. As you change positions or email addresses, this account should go with you. The next person in your position will likely already have a Nazarene Account, so with a simple permissions-change, your account will have access to only the applications you need in your new ministry position.

Once your account has been verified, you will automatically have access to *MyProfile*. You don’t even need to contact the district office or the GMC to gain access. It’s all done automatically! *MyProfile* contains sensitive personal information, including details regarding benefits through P&B and, in some situations, insurance claims that have been filed. So that sensitive information is not compromised, Nazarene Accounts should *always* belong to one individual and never be shared.

This may sound like a lot of additional work, but here is the fun part! With a verified account, duplicate person records will no longer be an issue. Every Nazarene web application you access will know who you are, and if that application allows you to change your contact information, the information is updated on the right person record in our database—the same person record that is used in Church Directory! It’s a simple solution that helps us maintain accurate records and reduces headaches for Nazarene Account holders and staff alike!

But I want all my email to go to my shared email address!

It is important to note that the email address you use to login your Nazarene Account is *only* for communications related specifically to your Nazarene Account. In some cases, departments that manage certain Nazarene Account applications will use it to relay information to application users, but all other ministry-related communications will continue to be sent to your “Preferred Email Address,” which can be changed via the *MyProfile* application.



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Again, we recommend that you use a personal, private email address for your login. You can continue to receive important ministry-related communications at a shared office address such as pastor@mychurchname.org by simply identifying that as your preferred address in *MyProfile*.

What future features will a Verified Nazarene Account provide?

Someday, we'd like verified accounts to facilitate better synchronization across all Nazarene Account applications. Imagine that a district assigns an individual in the Church Directory application to the role of "Pastor at First Church." Nazarene Account could then *automatically* add that pastor as an APR user for "First Church." How? Since our system knows, in one application, what role that pastor is in, it could theoretically start to do user administration tasks across all applications and save some time for district administrators! There is no timeline for this functionality right now, but it couldn't *ever* be done without verified accounts!

NOTE

There are a few cases in which an account will be "un-verified" for security reasons. The un-verification process only removes account access to confidential information, but the permanent link to your person record in our database remains intact. We un-verify an account when the "I forgot my password" feature is used (or if you call the GMC and have an administrator reset your password). If this happens, you'll need to need to complete the verification process again in order to access any confidential information.