NORTHEAST GEORGIA PRESBYTERY · FOR CLERKS OF SESSION

How to send your session records

Each year the presbytery reviews the minutes of every session. You send your minutes and the review checklist through a website called the Session Records Review Portal. Here is how.

1 Sign in

- Go to **records.negapby.org** and press **“Sign in”**.
- Under **“User ID or email”**, type the number-only User ID you use for PC(USA) statistics reporting. Just the number.
- Your password is the one you use for the PC(USA) statistics site, unless you have changed it here.

2 Open the checklist

- On your home page, press **“Start your records review”**. Next time it will say **“Continue”**.
- The checklist is split into short pages. Use the **“Next”** and **“Back”** buttons, or tap a page button along the top.
- **Your work saves by itself** as you go. Look for **“Saved”** with a check mark at the top. You can stop at any time, sign in later, and pick up where you left off.

3 First page: Getting started

- Check the reporting period dates and type your name.
- Press **“Upload minutes”** and choose the file of your session minutes.
- **These three things are required** before you can send your records.

Your account

- Choose **“My account”** in the menu to add your email address and phone, then press **“Save changes”**. Letters and notices go to that email, and you can sign in with it too.
- To choose a new password, press **“Change password”** at the top of any page. Forgot it? Press **“Forgot your password?”** on the sign-in page.

4 Answer each section

- Answer Yes or No, or type the date and page number where the item appears in your minutes. Press **“+ Add another”** if there is more than one.
- If an item does not apply to your church, tick **“Not applicable”**.
- Some items ask for a document, such as the approved budget. Use the upload button under the item.

5 Review and send

- The last page, **“Review & submit”**, lists anything still missing. Press **“Go to page”** to fix it.
- Press **“Send records for review”** and then **“OK”**. Unfinished items will not stop you; the presbytery may ask about them.
- You will see **“Records submitted”** and get a confirmation email.

6 What happens next

- If your records are returned, you will get an email titled **Action needed on your records**. Sign in, press **“Make requested changes”**, fix the items listed, and send again.
- When the review is complete, the formal letter comes to you by email as a PDF. It is also in the portal: press **“View submission”**.
- If the presbytery asks for other papers, they appear on your home page under **“Documents requested from you”**. Press **“Upload”**, then **“Send to the presbytery”**.

About your files

- A PDF is best. Scan in black and white; a phone scanning app works well.
- Each file can be up to **50 MB**. If a scan is larger, split it into smaller PDFs and upload each one.
- Wrong file? Press **“Replace”** or **“Remove”** beside it.

Questions or trouble signing in? Email the Stated Clerk at **statedclerk@negapby.org**.