

# Minister Renewal Submission Site

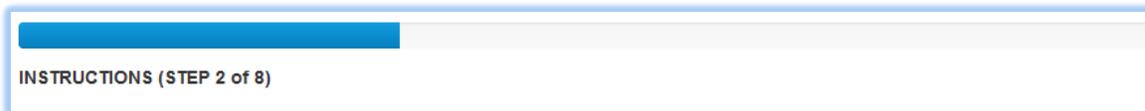
The Minister Renewal Submission site allows ministers, from districts who have opted to participate, to fill out their minister credential renewal form online and submit it electronically to their District and the National Office. It is designed to save resources for both the National and District offices while creating an easy process for ministers to renew their credentials.

## Navigating the Site

On the Minister Renewal Submission site, you will find the links you need to help you through the renewal process. Click these links at any time to get to the following areas:

LINKS		
		
RENEW ONLINE	FREQUENTLY ASKED QUESTIONS	CONTACT US
<b>Renew Online</b> Takes you to the page to begin your renewal.	<b>Frequently Asked Questions</b> Takes you to a page that answers your questions.	<b>Contact Us</b> Sends an email to the National Office.

A progress bar will be displayed near the top of each page indicating your advancement through the system. There is a total of eight steps with several screens in each step.



Note: If you choose to leave the site, all information entered will be saved. To return, you may sign in using the *Sign in with AG Accounts* button after clicking *Renew Online* on the Welcome screen and continue with the last screen you visited.

## Getting Started – Steps 1-4

There are two options to get started: *Easy Start* and *Sign in with AG Accounts*. Using the *Easy Start* option allows you to enter minimal information and find your minister record.

Signing in with your AG Accounts credentials allows you to skip several steps and automatically identifies you in the system.

IF YOU ARE READY TO GET STARTED, SELECT A BUTTON BELOW.	
Click the 'Easy Start' button if you know your minister account number and birthdate.	
Click the 'Sign in with AG Accounts' button if you know your AG Accounts login.	
<a href="#">USE EASY START</a>	<a href="#">SIGN IN WITH AG ACCOUNTS*</a>
<small>*This option jumps to Step 3 in the process.</small>	

If you have an account with AG Accounts, but do not know your information, you can request your login credentials by clicking the *Forgot Password* link on the *Sign in with AG Accounts* page. You will then be sent an email containing a link to change your AG Accounts password. Note: the email address you provide must match the address on file for that AG Account. After you are logged in, you will need to verify the email address that is on file. Once the email address is correct, proceed to Step 5.

## Paying Your Dues – Step 5

Once you have verified your email address, you will need to pay any dues you may owe. A message with your current owed dues will be displayed. You will be required to pay any outstanding dues, or late fees owed, for the current year (and previous year, if applicable) in order to continue the renewal process. However, you will not be required to pay monthly amounts for any months that remain in the current year if you are set up for auto deduct in AG Giving. You also have the option of paying dues for the following year if desired.

**Note: Do not go to AG Giving to make a payment as this could cause a delay in your dues being posted to your account and prevent you from proceeding in the renewal process.** You will need to use the payment process on the renewal site to pay your outstanding dues.

To pay your dues, click *Yes* at the bottom of the *Dues Payment Information* page under *Would you like to submit an online payment to the General Council at this time?* and proceed through the steps.

**PAY DUES (STEP 5 OF 8)**  
**Pay Dues**  
Please specify a designation amount(s) below of no less than \$5.  
If you need, or would like, to restart the dues process, click the 'Restart Dues Process' link below. This will reset all of the dues information you have entered to this point.  
[Restart Dues Process](#)  
2022 GC Dues: \$ 0.00  
2023 GC Dues: \$ 0.00  
2024 GC Dues: \$  
GC Late Fee: \$ 0.00  
Total being paid: \$  
[Pay by Debit/Credit Card](#) [I do not wish to make a payment.](#)

**PAY DUES (STEP 5 OF 8)**  
**Dues Payment Billing Information**  
Is the billing information below correct for the card you are using to pay your dues?  
If you need, or would like, to restart the dues process, click the 'Restart Dues Process' link below. This will reset all of the dues information you have entered to this point.  
[Restart Dues Process](#)  
Mailing Address: Credentialed Minister  
1445 N Boonville Ave  
Springfield, MO 65802  
Country: UNITED STATES  
Telephone: 417-862-2781  
Email Address: accounts@ag.org  
[Yes](#) [No, I need to edit it](#)

**Payment Details**  
Card Type \*  
 VISA Visa  Mastercard  
 Amex  Discover  
Card Number \*  
Expiration Month \* Month Expiration Year \* Year  
CVV \*  
[Cancel](#) [Pay](#)

Enter the amount of dues you would like to pay. Required dues will automatically be entered. Dues for the next year are optional.

The billing information must be an exact match with the information on file with your bank/card. The information on this screen will not affect your records in AG Accounts.

Select your card type and enter your credit card information and then click *Pay*.

Once a payment has been submitted, you will be able to proceed to step six. An email confirmation of your payment will be sent to the email address on file.

## Reviewing your Information – Step 6

Next, you will need to review your personal information. This review includes contact, personal, and credentials information. Click the *No, I need to edit it* option to update your information.

**INFORMATION REVIEW (STEP 6 OF 8)**  
**Update Personal Information**  
Please edit and correct your personal information, then click Continue  
Ethnicity\*:  
If Other:  
Birthday (mm/dd/yyyy)\*:  
Marital Status\*:  
Spouse Name:  
Spouse Birthday (mm/dd/yyyy)  
[Continue](#)

**INFORMATION REVIEW (STEP 6 OF 8)**  
**Review Credential Information**  
Is this your current credential information?  
Ministerial Credential:  
Current District:  
Credential Date:  
Present Ministry:  
[Yes](#) [No, I need to edit it](#)

**INFORMATION REVIEW (STEP 6 OF 8)**  
**Review Personal Information**  
Is this your current personal information?  
Ethnicity:  
Birthday:  
Marital Status:  
Spouse Name:  
Spouse Birthday:  
[Yes](#) [No, I need to edit it](#)

## Answering the Renewal Questions – Step 7

Active ministers will need to fill out the credential renewal questionnaire, which includes ten questions. **All ten questions must be answered to submit your renewal.** (Retired ministers will complete a shorter retired minister credential renewal questionnaire). Each question occupies its own screen and will need to be answered before advancing to the next question.

Note: you will need to provide an explanation if you do not agree with the Statement of Fundamental Truths. You may read these truths by clicking the blue *Statement of Fundamental Truths* link found on the page containing that question.

### Review Agreement with Fundamental Truths

Do you agree with the [Statement of Fundamental Truths](#)? ←

Click the link to open the *Statement of Fundamental Truths*.

Question 10 asks if you have participated in at least 3 hours of ministerial enrichment offered in value-added content (<http://s1.ag.org/valueadded>), conferences, seminars, formal degree programs, school of ministry, district/network sponsored training, etc. The value-added videos may be viewed in the Ministers Only area (<https://ministers.ag.org/>) in AG Accounts. To access this site, click on the hyperlink provided in the question. You will be prompted to log in to AG Accounts and then be directed to videos.

When finished, you will be able to review your answers before submitting your renewal. Once you click the *Submit* button, your renewal will be sent to the district office for review.

## Finishing the Process – Step 8

In the last step, you will be able to you to download a PDF copy of your credential renewal and will be given the option to view, update, or add your minister photo to your fellowship card and/or the online minister's directory.

**Congratulations! You have successfully submitted your online renewal!**  
Thank you for submitting your credential renewal electronically. We are very glad you have chosen to be a minister with our Fellowship! May the Lord bless you abundantly as you faithfully serve Him.



Donna L. Barrett, General Secretary

### Following is a summary of how your renewal will be processed:

1. When you clicked the "Yes, I want to submit my renewal" button, your credential renewal information was automatically sent to your district office for review.
2. Your district office will review your credential renewal information and contact you for any additional information, if needed.
3. After their review and approval, your information is sent to the general secretary's office at the Assemblies of God National Office.
4. You will be sent an email when the district has approved your renewal.
5. Your renewal will then be reviewed by the Secretariat, which is part of the general secretary's office, and the staff will contact your district if further information is needed.
6. Once the general secretary's office (Secretariat) approves your renewal, an email will be sent to notify you.
7. Your Fellowship card will be mailed once we have completed the processing of your renewal. If you want a photo on your Fellowship card, please upload a photo by clicking the Minister Photo button below.

Click the **Download PDF** button below to receive a PDF copy of your form for your personal records.

Note: Please do **NOT** mail this PDF to your district office. It is being provided to you as a courtesy, file copy, for your records only.

Click the **Minister Photo** button below to view, update or add your minister photo.

Click to download a PDF copy of your renewal for your files.

Click to submit or replace the photo for your card and/or directory picture.