

## 2024 Instructions for UMC Global Membership renewal forms

Please read all instructions before completing your form.

### Instructions

- 1. Locate the form:** There are two forms: One for non-UMC ministers and one for UMC Ministers. Please use the correct form. You must complete a new renewal form every year, even if you do not owe any fees. If you did not receive your form by email, you can download the correct form from the UMC website.
- 2. Open and save the form:** Open the form and save it to your computer before filling it out. If your computer does not support PDF documents, you may need to download the appropriate software, such as Adobe Reader, which is available at <https://get.adobe.com/reader/>. The electronic signature will not work if the form is not saved on your computer.
- 3. Javascript:** There are some formatting functions in the form that use Javascript. If you receive a warning from your PDF software, select “always allow for this document.” Despite warnings about Javascript security risks, these forms are only using it to format fields like phone numbers, dates and zip codes.
- 4. Complete the form:** Fill out the form completely before signing. There are space limitations on each question (maximum number of lines). If you need more space, please write “see attached” on the form and prepare a separate document to send with your report.
- 5. Sign the form:** There are three ways to sign the document:
  - a. Signature option 1: Type your name:** Click on the center of the signature field and type your name. If you use this option, you must email it from the email address we have on file for you. It will not be accepted from any other e-mail address, per board mandate.
  - b. Option 2: Electronic option:** This form supports secure digital signature. Click on the signature icon in the upper left corner of the signature box and you will be prompted to sign with Digital ID. If you have never used Digital ID, see instructions at the end of this document.
  - c. Signature option 3: Manual signature option:** If you do not want to use the electronic signature, print the completed document and sign and date with a pen. You will need to scan the signed document to remit by e-mail, or you can send via US Mail following the instructions on the form.
- 6. Save your completed form:** Once the document has been signed, save it to your computer.
- 7. Submit your form:** Once save, your form can be sent by email to: [mark.stein@unitedmeta.org](mailto:mark.stein@unitedmeta.org), or send by US Mail.
- 8. Submit any additional documentation:** If you created a document with additional answers, please make sure to attach the document you created. This is part of your report. If you do this, there should be two attachments on your email message.
- 9. Submit any fees due:** If you send your form by email, you must also submit any payment due (waived if age 65 or over):

- a. **Payment option 1:** Contact the UMC office at **540 562-4889** to pay your renewal fees by credit card.
  - b. **Payment option 2:** You can pay through the donation option on the UMC website. Be sure to include instructions in your payment that you are paying for your annual UMC Global Membership renewal. You may want to contact the office to let them know you have submitted your payment.
  - c. **Payment option 3:** Mail a check to the address on your renewal form. Contact the office to let them know you are mailing payment. They will retain your renewal form until the payment arrives.
10. **Keep a copy** of the form and any attachments for your records! If we don't receive everything you submit, we may ask you to submit copies of what you sent.

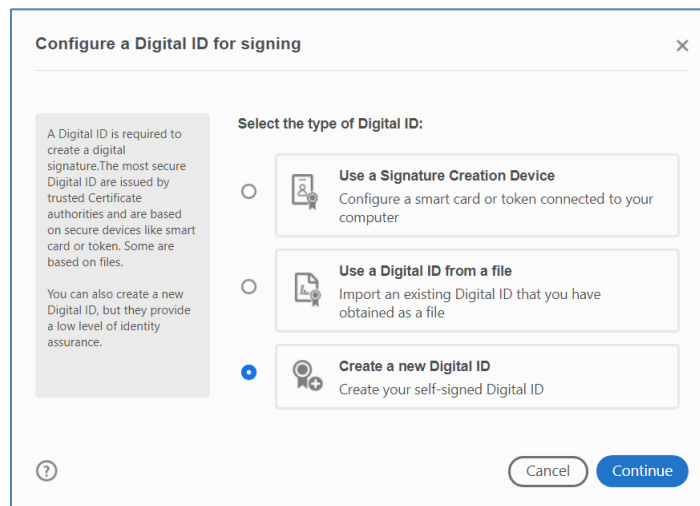
## Digital ID instructions

If you want to use the secure digital signature, **save the form on your computer before starting**. The digital signature will not work on an online copy of the form.

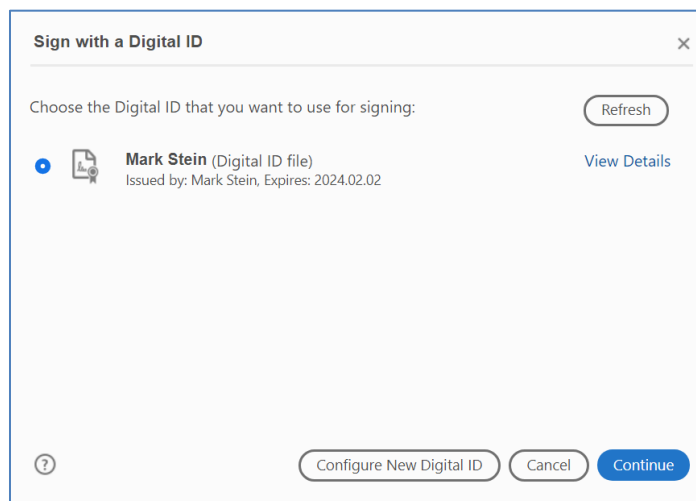
To begin signing electronically, click on the signature icon in the upper left corner of the signature box. The icon may vary by software package, but it usually resembles a pen. Here are some examples:



- **First time:** If you have never used Digital ID, select “Create a new Digital ID” and then select Continue. You will be asked whether you want to save your ID to a file (on your computer) or to the Windows Certificate Store (options may vary with an Apple or Linux computer.) Select the option you want. Follow the instructions to enter your personal information and a PIN/password, which you will use to electronically sign your document.



- **Ongoing:** If you have used Digital ID before, you will be prompted to select your electronic signature. Click on the option for the signature you want, and select Continue. Enter your PIN or password, and select “Sign”:



You will be prompted to apply your digital signature with your PIN/Password. We recommend checking the box for the “Lock document” option. If you don’t remember your PIN/Password, you can set up a new Digital ID.

- After signing your document, you will be prompted to save it.
- You should now have a completed document with an electronic signature and a time stamp. It is not necessary to complete the date field on the form.
- Note: If you make changes after you sign, you will have to sign the form again
- Send the saved form by e-mail, and then submit payment, if applicable.