

## CREATING YOUR ACCOUNT

- Create your account at [agfinancial.org/onlineaccess](http://agfinancial.org/onlineaccess) for Employer Contributions.
- If you wish to have multiple employees access the online form, we suggest the use of a single email address to share with all users such as [payroll@yourchurch.org](mailto:payroll@yourchurch.org).
- Your unique employer code is required along with the last 4 digits of the organization's Tax ID number. Your Tax ID number must be on file with AGFinancial.
- A strong password is important to protect your account and must be at least six characters long, and include at least one lowercase letter, one uppercase letter, and a numeric value.

## COMPLETING THE ONLINE CONTRIBUTION FORM

- Payment may be submitted by check or electronically (EFT).
- If you elect EFT:
  - You must provide your bank information.
  - If your form is submitted by 3:00 p.m. CST on a business day, the transfer will be made to our bank on the next banking day.
  - You have the option to change the form's "Date to be Submitted." If you change the default date (today's date) to a future date, your form will not be processed until that date and the EFT will be made on the banking day following the date entered. You will not be able to make changes to a previously submitted form.
- If your ministry has elected an approved vesting schedule for employer contributions, [click here](#) to email your vesting information to Client Services.
  - If a portion of your employer contributions are not subject to vesting, you must submit those on a separate form from your employer contributions that are subject to vesting.
  - Elective deferrals and after-tax contributions are always 100% vested; you may submit these on the same form as employer contributions subject to vesting.
  - 100% vested employee contributions should be submitted on your vesting form.
- Data in the First Name, Last Name, and SSN or Retirement Account Number columns may be sorted in ascending or descending order by clicking the column heading.
- Data will only be saved by pressing the Save Changes button or by submitting the form.

## SUBMISSION AND PROCESSING OF CONTRIBUTION FORM

- Click the Finalize Contributions button.
- Read and agree to the Terms and Conditions, then click Submit My Contributions. You will receive a confirmation number. If you elect to send payments by check, include the confirmation number in the memo line.
- Upon processing of the form, a confirmation email will be sent to the email address provided as your username. Personal Identifiable Information will not be included in the email.
- You may print your completed form by clicking the print page button on your menu bar.

## ADDITIONAL INFORMATION

Previously submitted forms can be viewed on the Contribution History page. For security reasons, click on the Log Out button to close your session. You will automatically be logged out after 30 minutes of inactivity.

## CONTACT US

If you have additional questions, contact Client Services at 800.622.7526 or [click here](#) to email.