

SPD ELECTRONIC TITHES AND OFFERINGS REPORTING SYSTEM

TERMS AND CONDITIONS OF USE

Please read carefully before you sign.

Thank you for your willingness to use the new web-based Electronic Tithes and Offerings Reporting System. This system has been designed to assist local church treasurers complete a number of the required recording and reporting functions “on-line”.

As a user of the system it is important to outline the key terms and conditions associated with the use of the software. Please take the time to read this information, before completing the request for access at the end of this document.

1. Acceptance of Terms of Use and Amendments.

Each time you use this Electronic Tithes and Offerings Reporting System, you agree to abide by these terms of use and any amendments that are made and notified to you over time.

2. Our Service.

While every effort has been made to ensure that the software will perform the functions for which it has been designed, we cannot guarantee that it is free of any defects. However, if any faults are detected, we will work with the software developers to rectify them.

Minimum hardware and operating system requirements are necessary to run the software, and we anticipate that the software should perform adequately if your operating environment complies with these requirements. However, we cannot guarantee successful operation of the software if it does not comply with these minimum specifications.

A Helpdesk has been established to provide user support:

- Telephone support, ring 1300-TITHES (1300 848437) (Aust), 0800 385 003(NZ) from 9am-5pm Mon-Fri (Australian Eastern Time) or email TandO@adventist.org.au

3. Your Responsibilities and Registration Obligations.

In order to use the Electronic Tithes and Offerings Reporting System, you must request access by contacting the Application Administrator of Electronic Tithes & Offerings at the South Pacific Division. You agree to provide truthful information when requested. When registering, you explicitly agree to these terms of use.

4. Privacy Policy.

Registration data and other personally identifiable information that we may collect is subject to the terms of our Privacy Policy.

5. Registration and Password.

You have requested access to use the SPD Tithes and Offerings System as a tool to assist you in performing your duties as Church Treasurer in a local Seventh-day Adventist Church. Access to the system is provided via a username and password.

Passwords are selected randomly and issued initially by the Tithes and Offerings System Helpdesk staff. Your username will be sent to you by email – to the email address you supply on your application form. The initial password is given to you *separately* by one of these methods – over the phone, by mail, or by fax. When you first log in to the system you will be required to change your password to something you choose. Passwords must contain at least one uppercase and one lowercase letter and one digit, and they must be at least 8 characters long.

Your password is unique and belongs to you and is to remain confidential.

You accept responsibility for all use of the Electronic Tithes and Offerings Reporting System using your username and password (your login ID) and for preventing unauthorised use of your login ID.

You agree to immediately notify the Helpdesk if you believe there has been any breach of security such as the disclosure, theft or unauthorised use of your username and password.

You should never leave the computer you are using without logging out first.

INSTRUCTIONS:

1. For System Access – Complete PART A ONLY

2. For E-Payments and Signatory Access – Complete PART A & PART B

The electronic Tithes & Offerings System as inbuilt functionality to process electronic payments to third parties. In order to process the electronic payment file to the bank it requires two signatories to sign-off via the T&O System.

Local Church Board action will be required to nominate these individuals as signatories. At least two (2) individuals must be appointed.

As a part of the application process, your identity must be verified. You must complete all of the application form (Part A and Part B). Part B requires an original certified copy of one of the nominated documents listed and requires a specific certifier to sign the form as well.

3. Return Completed Form

Please forward completed form with supporting documentation to Electronic Tithes & Offerings: Locked Bag 2014, Wahroonga, N.S.W or fax to **61 2 9489 0943** or email to TandO@adventist.org.au

PART A

I have read this document and understand that my signature constitutes my acceptance of the terms of the agreement. I understand that a password will be allocated to me and that it is not to be used by anyone other than myself.

Signed

Date

SPD Electronic Tithes and Offerings Reporting System - ACCESS REQUIRED

(please tick boxes as applicable)

A) Define Role (User may have more than 1 role)

Entity/ies: _____

Local Church Treasurer	Union Administrator	Auditor
Local Church Assistant Treasurer	Union Treasury Staff	Reporting
Conference Administrator	Division Administrator	Signatory
Conference Treasury Staff	Division Treasury Staff	

Date: _____

Applicant's Name: _____
(First name, last name)

Applicant's Church: _____

Applicant's Position: _____

Applicant's Email: _____

Applicant's Phone: _____

Applicant's Address: _____

Applicant's Fax: _____

Applicant's Birth Date: _____

Security Question: _____

Security Answer: _____
(Security question and answer to be used when a password is forgotten – ie What primary school I went to, Mother's maiden name, etc)

Applicant's Signature: _____

Pastor/Head Elder Signature: _____

Administrator's Signature: _____

PART B – Supporting Document(s)

Step A: Choose identification documents

You need to choose 1 document from the following list:

Please note that documents will not be returned.

Certified copy document

- Driver's Licence (must be current, shows current residential address and photograph)
- Birth Certificate or Birth Extract (issued by the Government)
- Passport
- Proof of Age Card (must be current, shows current residential address and photograph)
- Pension Card (must be current and issued by the Government entitling financial benefits)

THE IDENTIFICATION DOCUMENT PROVIDED MUST DISPLAY YOUR FULL NAME

Step B: Select a Certifier

Take the original and copy of your identification document to a document certifier from the list below:

(Ask them to follow the instructions in Step C)

- A credentialed Minister of Religion
- A Justice of the Peace
- A Bank Officer with 2 or more years continuous service
- An Accountant who is a member of a Professional Accounting body
- A Solicitor or Barrister
- A current serving Police Officer or Defence Force Officer.

Step C: Document Certifier to complete

To certify the copy of the identification document to be a true copy of the original document, on the copied document complete the following:

2. Write these words: "I hereby certify this document is a true copy of the original document shown to me on [date]"
3. Sign the document
4. Provide name and certifier classification (as per Step B). For example, John Smith, Accountant, Reg. No. (if applicable)

Then complete the following section:

I have examined the identification document of the person(s) listed in Step 1.

If T&O has any questions regarding this verification, you may contact me at the details provided below:
(this may be your work or residential contact details).

Document Certifier

First name	Middle Initial	Surname/Family Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primary phone number	Unit number	Street number	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Certifier Classification (as per Step B)	Signature of certifier	Date (DD/MM/YY)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Note: It is an offence under the Anti-Money Laundering / Counter-Terrorism Financing Act 2006 to provide a false or misleading statement, or to produce a false or misleading document.

Office Use

SECTION ONE

E-Payments and Signatory Access required? YES / NO

If YES then go to section two.

If NO then go to section three.

SECTION TWO

Phoned Pastor to Verify Board Action? YES / NO

Date: _____

Done by: _____

Go to section three.

SECTION THREE

User Details Entered in Database? YES / NO

Username: _____

Date: _____

Done by: _____

Sent Password? YES / NO

Date: _____

Done by: _____

Method Used:

Phone

Fax

Mail