



# ADVENTIST CHURCH ACCOUNTING SYSTEM (ACAS)

## TERMS AND CONDITIONS OF USE

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### *Please read carefully before you sign*

Thank you for your willingness to use the web-based Adventist Church Accounting System (ACAS). This system was designed to help you complete some of the required recording and reporting functions online.

As a user of the system, it is important to understand the key terms and conditions associated with the use of the system. Please 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 ACAS, 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 system 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 to rectify them.

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

For any user support please contact your local conference office.

### **3. Your Responsibilities and Registration Obligations**

To use ACAS, you must request access from the Conference Office. 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. A copy of the Privacy Policy is available at <http://corporate.adventistchurch.com/privacy/> You can contact SPD Limited by mail: The Privacy Officer, Seventh-day Adventist Church (SPD) Limited, Locked Bag 2014, Wahroonga NSW 2076; by phone +61 2 9847 3333; by fax +61 2 9489 0943; and by email [privacy@adventist.org.au](mailto:privacy@adventist.org.au)

### **5. Registration and Password**

You have requested access to use ACAS as a tool to assist you in performing your duties. Access to the system is provided via your ACAS profile.

The email address provided must be for an individual, not one that is shared, e.g. [jackandjill\\_shared\\_email777\\_example@whateverdomain.com](mailto:jackandjill_shared_email777_example@whateverdomain.com)

You accept responsibility for all use of the Adventist Church Accounting System using your ACAS profile and for preventing unauthorised use of your profile. You agree to immediately notify the conference office 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

## Access required

### Select Role (User may have more than 1 role)

Local Church Treasurer	<input type="checkbox"/>	Union Administrator	<input type="checkbox"/>	Division Treasury Staff	<input type="checkbox"/>
Local Church Assistant Treasurer	<input type="checkbox"/>	Union Treasury Staff	<input type="checkbox"/>	Auditor	<input type="checkbox"/>
Conference Administrator	<input type="checkbox"/>	Division Administrator	<input type="checkbox"/>	Reporting	<input type="checkbox"/>
Conference Treasury Staff	<input type="checkbox"/>				

### A. User details

#### All fields below are mandatory

Church / Entity	
First Name	
Last Name	
Role / Position	
Mobile No.	
Email Address	

### Declaration

I, \_\_\_\_\_ (*the applicant*) understand and agree to abide by all of the terms and conditions contained within this document. I declare all user details (as above in Part A) true and correct.

I declare that the ACAS account is not shared with any other user.

Signed		Date: DD-MM-YYYY
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We (*Pastor/Head Elder and Local Conference Administrator*) accept the above information provided by the applicant as true and complete and endorse them in using ACAS.

<b>Pastor / Head Elder</b>	
Full Name	
Email Address	
Signature	
Date	

#### Office Use Only

<b>Administrator</b>	
Full Name	
Signature	
Date	