



SafeChurch®

Registration Instructions for Church Administrators

Important: The first person from your church who registers on the SafeChurch site will automatically be assigned as the Church Administrator. (Anyone else from your church who joins SafeChurch will become member users.) To register, you will need your church's GuideOne policy number, policy type, and agent's number. For this information, see your church's GuideOne billing statement. [[View Sample Billing Statement](#)] Or, if you do not yet have a policy, you can still register on the site using your quote number that is provided by your agent or broker or by calling GuideOne at 1-800-747-2154. If the quote does not become a policy within 90 days, access to the SafeChurch website will end.

Register Your Church on the SafeChurch Website Using Your GuideOne Policy Information

1. Go to www.safechurch.com.
2. Under the left **Members Logon**, by the **Not a member yet** question, click the **Click here to join** link.
3. On the New User Registration page (Step 1), select the **Join using your GuideOne information (requires GuideOne policy information)** option button, and then click the **Next** button.
4. Read through the SafeChurch User License Agreement and then click the **I Accept** button.
5. Enter your seven-digit GuideOne **policy number**, select your **policy type**, enter your agent's five-digit **agent number**, enter your **church's main phone number** and then click the **Next** button.
Note: After completing each New User Registration section, click the **Next** button to continue.
6. Enter the additional requested church information and complete the profile questions.
7. Enter a personal user name and password, and complete the security question.
8. Enter your personal contact information.
9. Click the **Finish** button.
The Church Administration – Church Information page appears.
10. Note your church's unique **Church Access Key**: _____.

OR Register Your Church on the SafeChurch Website Using Your GuideOne Quote Number

1. Go to www.safechurch.com.
2. Under the left **Members Logon**, by the **Not a member yet** question, click the **Click here to join** link.
3. On the New User Registration page (Step 1), select the **Join using your GuideOne Quote Number** option, and then click the **Next** button.
4. Read through the SafeChurch User License Agreement; and then click the **I Accept** button.
5. Enter your **quote number** and the **church's main telephone number**, and then click the **Next** button.
Note: After completing each New User Registration section, click the **Next** button to continue.
6. Enter the additional requested church information and complete the profile questions.
7. Enter a personal user name and password, and complete the security question.
8. Enter your personal contact information.
9. Click the **Finish** button.
The Church Administration – Church Information page appears.
10. Note your church's unique **Church Access Key**: _____.

Distributing Your Church's Access Key to Other Users in Your Church

For other individuals in your church to join the SafeChurch site, they will need the Church Access Key provided to you at the end of your registration process.

- From the GuideOne.com site, you can print the [Registration Instructions for Church Member Users](#); and write the Church Access Key number in the space provided at the top of the page.

If you have questions about using the SafeChurch site, please call **1-800-747-2154**, or send an e-mail to info@safechurch.com.