Instructions to Enter the 2016 Annual Church Profile

(Statistical Profile, Leadership Profile, Historical Profile)

You can access all three parts of the ACP Profile at: https://tponline.bgct.org/ecustomer_enu or click on "myBGCT" at the top of our www.texasbaptists.org homepage.

1. Login with your username and password. Use your BGCT ID# for both username and password. Contact the BGCT if you need to obtain your BGCT ID#. Click OK to enter the secure site.

2. Once logged in, click on the Forms tab then click on **Annual Church Profile** to complete your **Statistical Profile** (Part 1). Be sure and click Finish once your statistics are complete. If the My Forms page comes up you can select **Annual Church Profile** and click the Submit button to submit the form. Or click on My Accounts in the upper right corner, then click on My Forms, then select the form to submit. After submitting the form, you will not be able to edit it. To view/print form, select the form under My Forms then click on the View/Print button at the top of the page to print copies for your church and your association.

3. Navigate back to the Forms tab and select **ACP Historical Profile** to complete Part 3 of the ACP. Be sure and click Finish once your **Historical Profile** is complete. (HINT: Do not use the "&" as form will not print out). If the My Forms page comes up you can select **Historical Profile** and click the Submit button to submit the form. Or click on My Accounts in the upper right corner, then click on My Forms, then select the form to submit. After submitting the form, you will not be able to edit it. To view/print form, select the form under My Forms then click on the View/Print button at the top of the page to print copies for your church and your association.

4. To edit your **Leadership Profile** (Part 2), click on My Accounts in the upper right corner and choose My Leadership under the My Information heading. We have included the most current list of leaders that you have furnished to us. To view/print the profile, click on the View/Print Leadership Report button at the top of the page. Be sure to print copies of the **Leadership Profile** for your church and your association.

5. Please note that you can edit your **Leadership Profile** _at any time throughout the year._ This should be a great advantage for you and us to keep your list of leaders current.