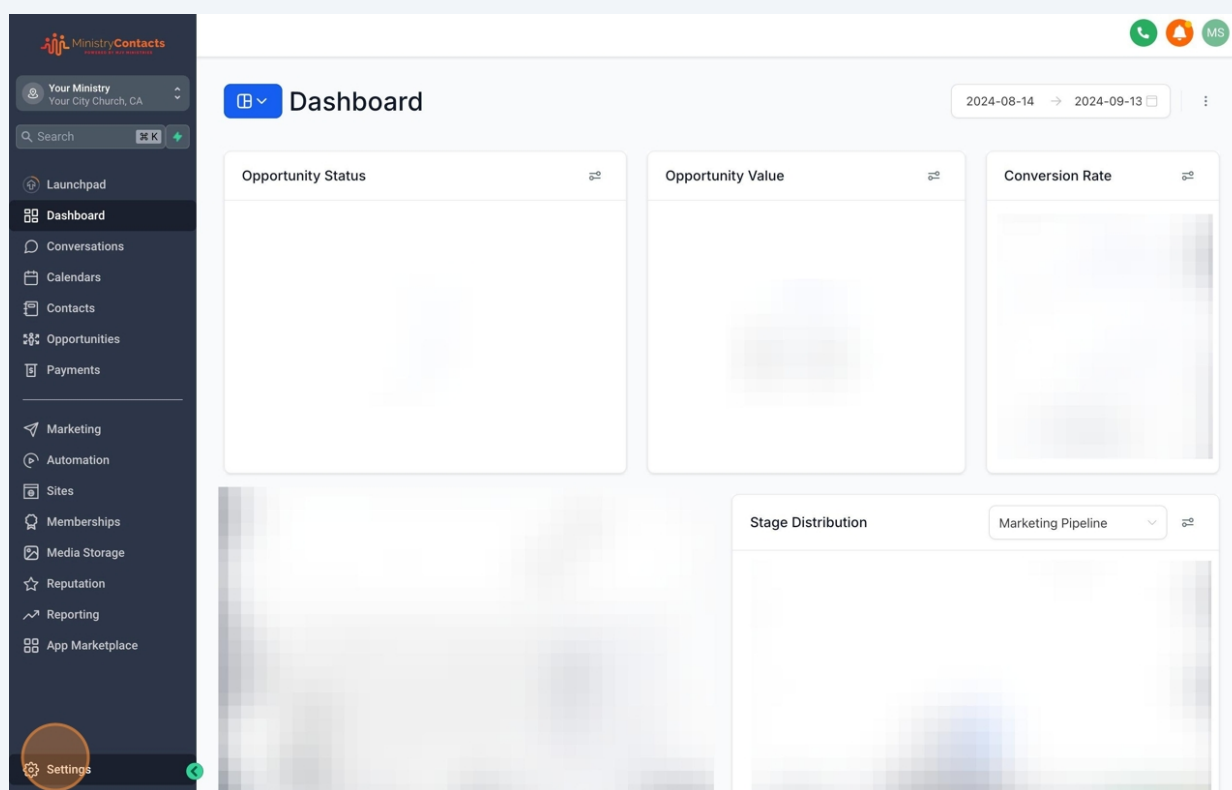


# Add an Employee in Ministry Contacts

This guide provides a straightforward process for adding employees to Ministry Contacts, ensuring that you can effectively manage your team within the platform. By following the steps outlined, you can customize user permissions and roles, enhancing your ministry's operational efficiency. Utilizing this guide will save you time and help maintain a secure and organized team management system.

- 1 Login to your account at <https://login.ministrycontacts.com>

- 2 Click "Settings" in the bottom left corner.



### 3 Click on the "My Staff" tab.

**MinistryContacts**  
Your Ministry  
Your City Church, CA

Search [K]

Go Back

Settings

MY BUSINESS

Business Profile

My Profile

Company Billing

**My Staff**

Opportunities & Pipelines

BUSINESS SERVICES

Automation

Calendars

Conversation AI

Email Services

Phone Numbers

WhatsApp

Reputation Management

OTHER SETTINGS

Custom Fields

Custom Values

Manage Scoring

## Business Profile Settings

Manage your business profile information & settings

General Information Location ID

**Business Logo**  
The proposed size is 350px \* 180px. No bigger than 2.5 MB  
[Upload] [Remove]

Friendly Business Name  
Your Ministry

Legal Business Name  
Legal Business Name  
Enter the exact legal business name, as registered with the EIN

Business Email Business Phone  
Business Email (817) 677-6747

Branded Domain  
app.ministryincrease.com [Modify] [Remove]

Business Website  
Business Website

**Business Physical Address**

Street Address  
Street Address as it appears in the EIN listing

City Postal/Zip Code  
Your City Church 12345

State / Prov / Region  
California

Country  
United States

Time Zone  
GMT-07:00 America/Los\_Angeles (PDT)

Platform Language  
English (United States)

Outbound communication language for custom values

### 4 Click the "Add Employee" button.

Phone User Type Action

ACCOUNT-ADMIN

Previous Next

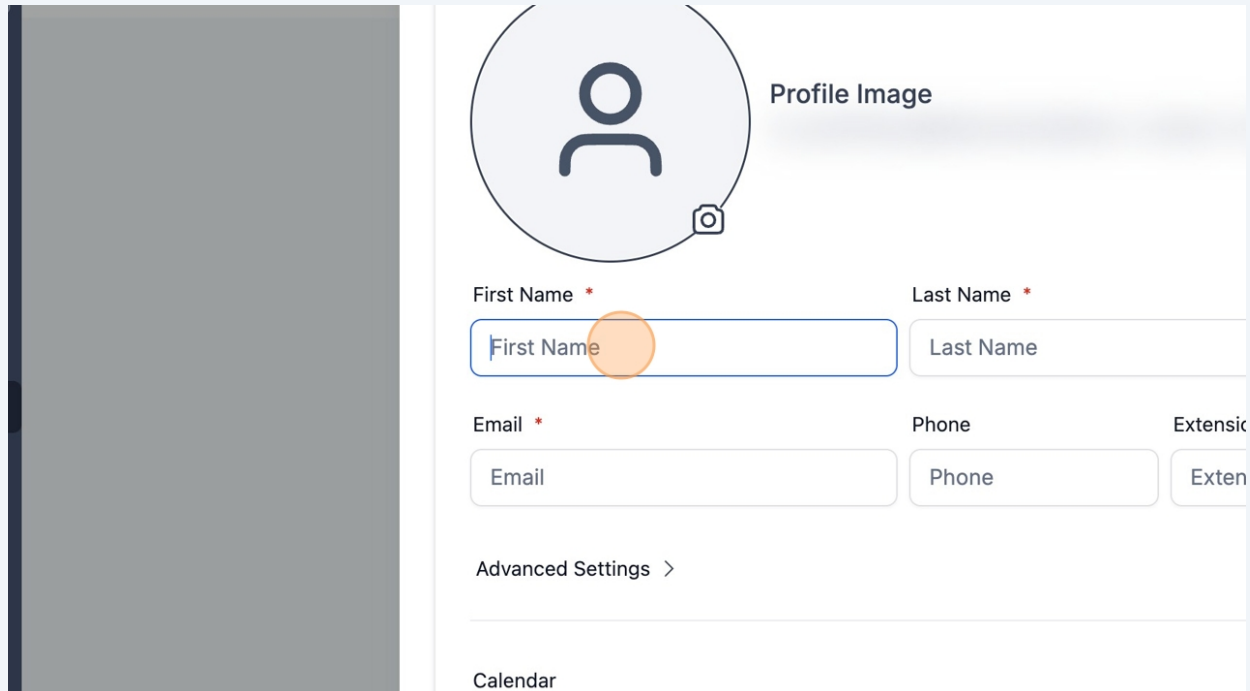
Search [name, email, phone, ids]

User Role

**+ Add Employee**

5

Fill out their information. The email you enter will be used for their login email. You can also create their password under "advanced settings" - otherwise they will create their own password when they log in.



Profile Image

First Name \* Last Name \*

First Name Last Name

Email \* Phone Extension

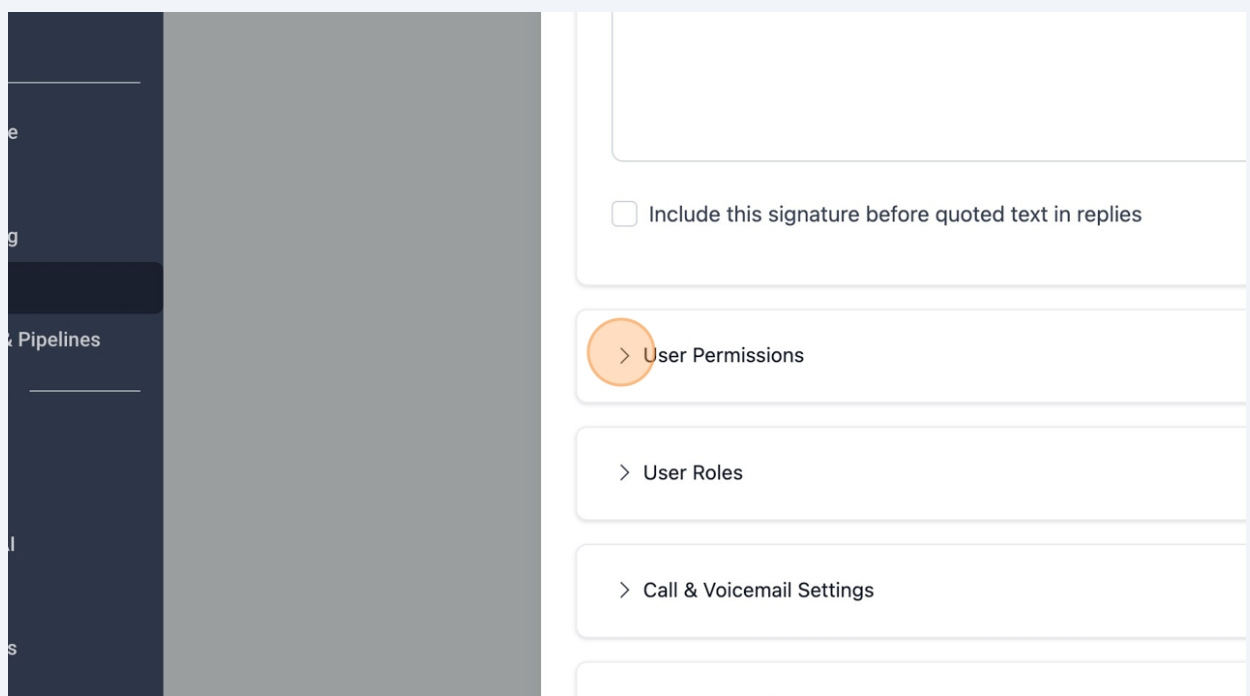
Email Phone Extension

Advanced Settings >

Calendar

6

You can control their user permissions. You decide what they can, and cannot see from their account.



Pipelines

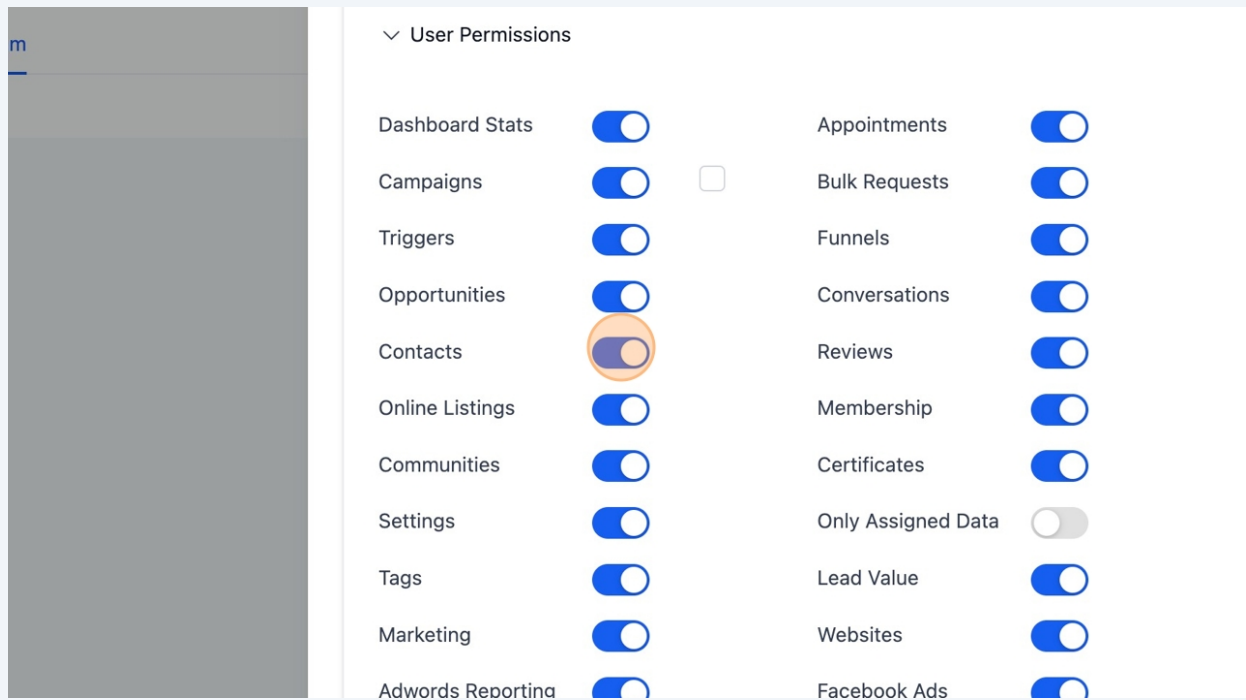
Include this signature before quoted text in replies

> User Permissions

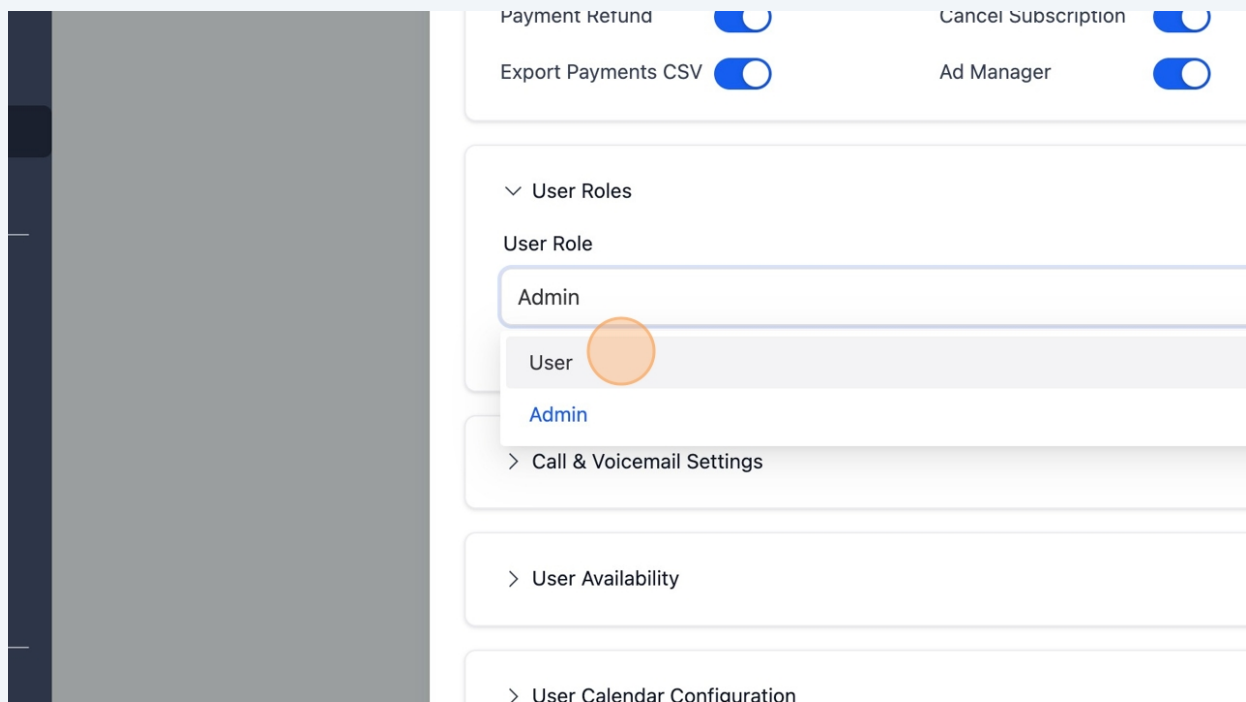
> User Roles

> Call & Voicemail Settings

7 Select their permissions by toggling them on and off.



8 You can also set their user roles under this tab. Select if you want them to be an account admin or user.



9

Once done, click save. They will get sent a login email to sign into their account at [login.ministrycontacts.com](https://login.ministrycontacts.com)

Roles

le

& Voicemail Settings

Availability

Calendar Configuration

Cancel

Save