

① Open Your Browser

Navigate to: MissionInsite.com

Click on the **Register** button on the left side of the home page.

Enter Your Unique **AGENCY ACCOUNT ID#**

(available from your Regional Agency Office)

② Begin the Registration Process

- a. Complete the Registration Information.
- b. Create your unique User Name and Password.
- c. Check email for your Activation Code from MissionInsite.
- d. Enter Password & Activation Code to complete the registration process. For more assistance view the How to
- e. Select Login from the tab on the left side of the MissionInsite Home page. Enter your newly created User Name and Password.

Register "Guided Tour" by clicking the link found in Step Two of the Registration Page.

③ Review Welcome

PeopleView System Options

The Welcome Screen provides shortcuts to important **PeopleView** System functions and resources. Click on the button "**View Starting Point Orientation**" for instructions on how to get started using the PeopleView System.

④ Mouse Over the Help Tab

This is the first place to look for **Answers**, **Support Videos** and **Documents**. Review each tab to discover the wealth of material available to assist in your use of the **PeopleView™** System. Support resources include: The Mosaic Household Portraits:

- **Mosaic USA Group Segment Descriptions by Experian** (71 Individual Segments & 19 Groups)
- **Mission Impact Mosaic Application Guide by Bandy** (Practical ministry application suggestions for each Mosaic segment: Leadership, Hospitality, Worship, Education, Small Groups, Outreach, Property and Technology, Stewardship/Financial Management and Communication)

Help Welcome S

Support Videos

Documents

⑤ Select Report Wizard and Congregant Plot

Mouse Over the Tools Tab

The **Report Wizard** will assist users in rapid and easy creation & customization, for all geographies, of QuickInsite™, ExecutiveInsite™, FullInsite™, Impressions™ or Quad™ Reports (if licensed).

The **Congregant Plot** tool has the ability to upload, plot and edit their church's congregants. (Check with your Regional Agency about access rights). Watch the two support videos under the Help/Videos section for additional information as well as "Maximizing the Power of Congregant Plot" under the Help/Documents section.

⑥ Explore the Map Tools

All **PeopleView™** System functions are selected from **Map Tools**. Begin by changing the map background using **Backgrounds**. Create your first geography in **Shapes** and access information with one of the **Predefined Reports** or **Build Report**.

Map Tools

▶ Backgrounds

▶ Standard Lay

▶ My Layers

▶ Plotting