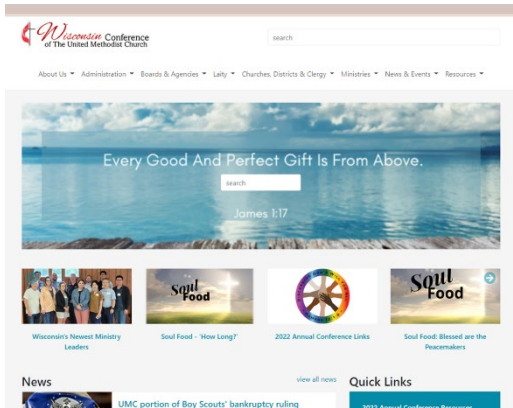
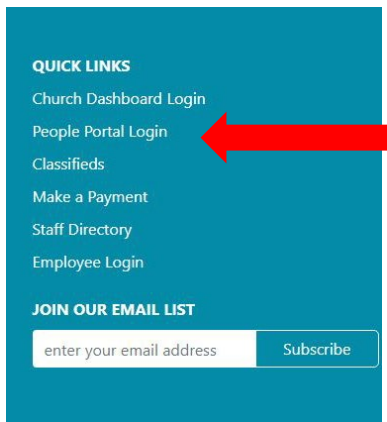


# How to Login to People Portal

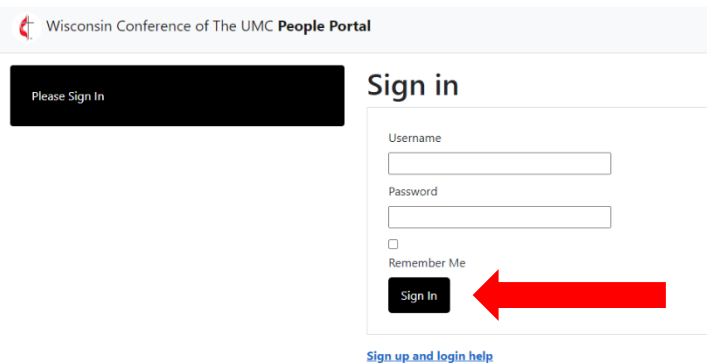
1. Visit the WI Conference Home Website (<https://www.wisconsinumc.org/>)



2. Scroll to the bottom of the homepage and click on People Portal



3. Enter your username and password and sign in



## How to Login to People Portal

4. **If you are not a registered user or have forgotten your password, click Sign up and Login Help. If you are a registered user, you should now be at the People Portal Home Page (Step 9)**

Wisconsin Conference of The UMC People Portal

Please Sign In

### Sign in

Username

Password

Remember Me

[Sign up and login help](#)

5. **If you need to register or need to reset your password, enter the email address that is listed in the WI Conference of the UMC database (how we contact you)**

Wisconsin Conference of The UMC People Portal

Please Sign In

### Sign in help

Enter your email and we will email you log in instructions.

Enter your email

[Back to sign in](#)

\* If you don't know the email address you have on file, contact Heidi Careaga ([hicareaga@wisconsinumc.org](mailto:hicareaga@wisconsinumc.org)) or Kristy Yang ([kyang@wisconsinumc.org](mailto:kyang@wisconsinumc.org))

6. **Click on link you received in your email- you might need to check your spam folder**

Log-in Help for

NA Notifications at Wisconsin Conference of The UMC <communications.wisconsin@brtapp.com>  
To: Carly Ochoa

Please click on the link below to complete the log-in

<http://www.wisconsinumc.org/1HYQZ8LrfOG0tb07ICsXPUxJcLob6OPWNvnaEJ3l+qKmReaWcTqnVrbzkzpJC-SzlUPFgWRai6b6IbDcKVbOKI>

## How to Login to People Portal

### 7. Enter your email address as the username and create a password; Click submit

Please Sign In

### Sign in help

Enter your email and we will email you log in instructions.

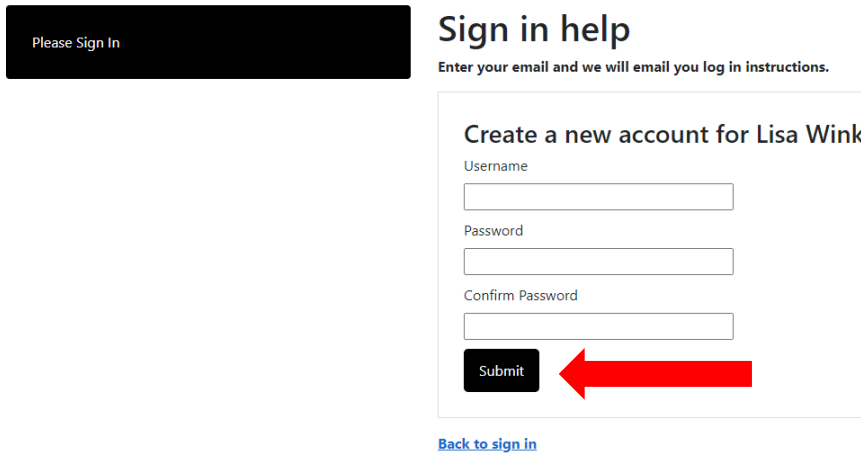
Create a new account for Lisa Wink

Username

Password

Confirm Password

[Back to sign in](#)



### 8. Sign in with the username and password you just created

Please Sign In

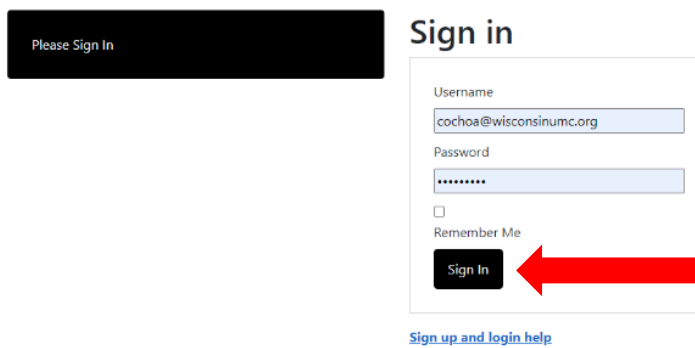
### Sign in

Username

Password

Remember Me

[Sign up and login help](#)



### 9. You should now be at the People Portal Home Screen

Home  
Update Contact Information

## Portal for Carly Ochoa

Welcome to the Wisconsin Conference People Portal!

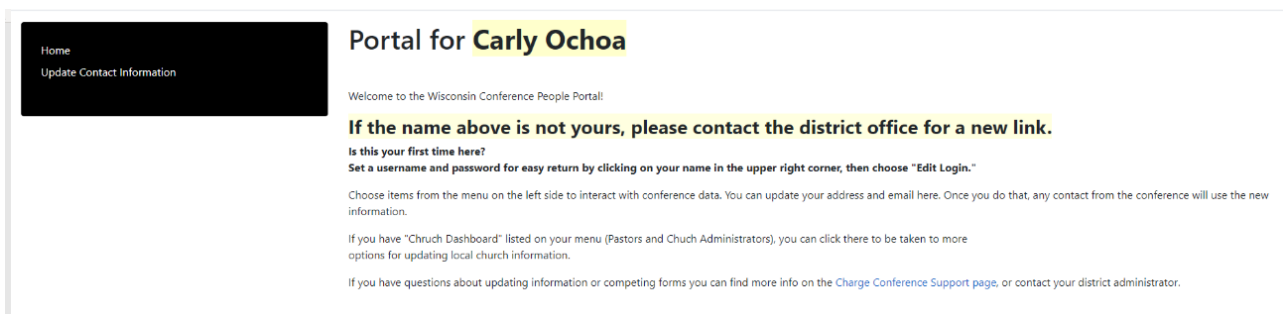
**If the name above is not yours, please contact the district office for a new link.**

**Is this your first time here?**  
Set a username and password for easy return by clicking on your name in the upper right corner, then choose "Edit Login."

Choose items from the menu on the left side to interact with conference data. You can update your address and email here. Once you do that, any contact from the conference will use the new information.

If you have "Church Dashboard" listed on your menu (Pastors and Church Administrators), you can click there to be taken to more options for updating local church information.

If you have questions about updating information or competing forms you can find more info on the [Charge Conference Support page](#), or contact your district administrator.



**\*Note- your People Portal home screen may look slightly different depending on what you can access**