

Synod of the Sun's Resource
For the Safety of Our Children & Youth



Registration Help

Making registration with IntelliCorp easy

Should your congregation, presbytery or church-related institution choose to use IntelliCorp, please follow these steps.

Registration

You'll need Microsoft Internet Explorer version 5.0 or higher, to access the system. Registration takes approximately 20 minutes.

Payment method

Remember, as part of the Synod of the Sun family, the \$100 registration fee and monthly service fee is waived! You will simply pay as you go according to the services you use.

Example: Nation-wide "Super Search" of Criminal Records cost \$9.95 per name checked.

You can pay by monthly invoice or credit card. If you choose monthly invoicing, you must complete the Credit Authorization Form.

You can submit the form on-line during the registration process or fax it to 440-505-0260.

IntelliCorp submits all invoices through e-mail. The invoice is sent the first business day after the end of the month. If you pay by credit card, you'll receive an e-mail statement.

Checklist of information needed:

Promotional Code: SYNOD100

This code is for every synod-related organization and simply categorizes you as such.

Sales/Customer Representative: Dean W.

He is the only Dean on the list.

Your organization's federal identification number.

How many years you've been in "business."

If you know that's fine, if not... consider yourself in business since 1983, at least, since that is the last time our denomination changed names.

Vender/reference information

You may need to submit information for two vendors you use - such as local stores or utilities where you have an account.

Presbytery of congregation/camp/ministry

Be sure to name the presbytery for your congregation or camp or organization.

Synod-related Institution/Agency

If you represent a service agency or educational institution with a covenant relationship with synod, then state you are part of the Synod of the Sun.

Activation of your account

After you register, the Client Services Department will call and ask you a few questions to validate your account. Once IntelliCorp validates your information, an e-mail notice is sent to you containing an account ID and password along with notification that your account is activated. This may take two business days.

Proceed to the IntelliCorp site: www.intellicorp.net