

How to apply for a promoted license (for currently licensed ministers)

E.g., applying for General license from Local license, applying for Ordination from General License

1. As a licensed minister, the applicant should log-in to wa.upci.org to initiate the application.
 - a. If you are not able to log-in, see FAQ #1 on page 2.
 - b. Under the tab *Ministers*, select [Ministers Application](#), then [Start Ministers Application](#). If prompted, select *Ministry*, then select *Continue*.
 - c. Select an option for applicant (Myself), level (Local/General/Ordained), and type (New/Reinstated/Promotion).
 - d. In the field for approver's last name, start to type your pastor's/sponsor's last name to populate possible accounts. Select the desired account. This will prefill their UPCI account number. You must list someone besides yourself as the approver for your application. See FAQ #3 on page 2.
 - e. Enter a valid email address for the approver you selected.
 - f. Verify the information is correct. Select *Create*, and on the next page, select *Yes* to complete this step.
2. Applicant should complete the application and upload all required documents.
 - a. Upon completing step 1 in wa.upci.org, the applicant should be immediately directed to a new page to complete the digital application.
 - b. You may save and continue later. Upon completion, digitally sign and submit the application.
3. Applicant should complete payment.
 - a. Upon submission, the applicant will receive another email with a link to complete payment.
 - b. All applicants pay a \$25 fee. Active UPCI ministers are not required to pre-pay ¼ of annual dues.
4. Pastor will review application.
 - a. See FAQ #6, #7, and #8 for more information on how to complete the pastor review.
 - b. After pastor approval, the application will go to the district and subsequently WHQ for review.

How to apply for new or reinstated license (for those not currently licensed)

E.g., applying for a Local license for the first time, applying for a reinstated General license

1. A potential applicant should talk to his/her pastor about applying.
2. Pastor will log in to wa.upci.org and initiate the application.
 - a. If you are not able to log-in, see FAQ #1 on page 2.
 - b. Under the tab *Ministers*, select [Ministers Application](#), then [Start Ministers Application](#). If prompted, select *Ministry*, then select *Continue*.
 - c. Select an option for applicant (Someone else), level (Local/General/Ordained), and type (New/Reinstated/Promotion).
 - d. Enter the email address for the applicant (enter a second time to confirm accuracy).
 - e. If known, enter the applicant's UPCI account number (optional for new or reinstated applications).
 - f. Verify the information is correct. Select *Create*, and on the next page, select *Yes* to submit.
3. Applicant should complete the application and upload all required documents.
 - a. Upon submitting the form, the applicant will receive an email (using the email address provided by the pastor) with a link to complete the digital application.
 - b. Applicants may save and continue later. Upon completion, digitally sign and submit the application.
4. Applicant should complete payment.
 - a. Upon submission, the applicant will receive another email with a link to complete payment.
 - b. All applicants pay a \$25 fee. New or reinstated applicants also pre-pay ¼ of annual dues.
5. Pastor will review application.
 - a. See FAQ #6, #7, and #8 for more information on how to complete the pastor review.
 - b. After pastor approval, the application will go to the district and subsequently WHQ for review.

Frequently Asked Questions

1. How do I log-in to wa.upci.org?

- a. If you are a credentialed minister, first try your log-in for upciministers.com.
- b. If that is invalid, use “Forgot your password?” to reset the password.
- c. Your log-in for wa.upci.org will be the email associated with your upciministers.com log-in and the password you choose.

2. Can I log-in to wa.upci.org and start my own application if I am not currently a minister?

- a. No. If you are not a UPCI credentialed minister, you will not be able to log-in.
- b. You should work with your pastor or another ordained minister to initiate the application for you. They will provide your email, and you will get a link to complete the application.

3. If I am a pastor applying for a promoted license, can I list myself as the pastor?

- a. No. All applications require review from a pastor or another ordained minister prior to review by the district board.

4. What if I have already started a paper application with my district?

- a. UPCI WHQ will continue to accept paper applications while transitioning to this new digital process. Please communicate with your district officials if you plan to submit a paper application, so they can plan accordingly.

5. What is the password to view the PDF of the application? Why is it password-protected?

- a. The default password is “Cama36”. It is unlikely that an unauthorized party would access this information, but this precaution acts as a minimum level of security to protect personal information.

6. For Pastors/Approvers. How do I know when an application is ready for me to review?

- a. The system should email you (using the email provided by the applicant or associated with your UPCI minister account) a notification. It will include a link to go to the Pastor Review page. On this page, you should see applications pending your action.
- b. You can also navigate to this page, under the tab *Ministers*, select [Ministers Application](#), then [Pastor / Sponsor Review](#).

7. For Pastors/Approvers. What do I need to do to review an application?

- a. In Pastor Review page, use the action buttons next to the desired application. Use the *Review* button (triangle icon) to view a PDF of the application. Use the *Approve/Deny* button (paper icon) to navigate to the decision page. On the decision page, there is a box for comment, and it will ask for your decision: *Approve, Deny, or Return to Applicant*.
- b. If you select *Approve*, when you submit, the application will go to the district for review.
- c. If you select *Deny*, when you submit, the application will be removed from the active queue and any refund due will be processed by WHQ Church Admin.
- d. If you select *Return to Applicant*, when you submit, the application will return to the applicant to edit the application. When he/she resubmits, it will return to you for pastoral approval.

8. For Pastors/Approvers. Why would I return a form to the applicant?

- a. All questions must be answered on the application. Incomplete answers will cause delay. If an application is incomplete (including insufficient attachments), return it to the applicant to edit to provide all required information.
- b. The UPCI requires applicants to meet certain educational requirements and uphold doctrinal beliefs. If an applicant has not met these requirements, return it to the applicant and discuss the matter. If it can be resolved, the applicant should edit the application and resubmit. Doctrinal questions that are answered inconsistently with the UPCI Articles of Faith will be flagged for pastor review. An application cannot receive pastor approval if a flagged question exists. These questions must be resolved before proceeding to the district for review.