



UNITARIAN UNIVERSALIST
Association of Congregations
Office of Data Services - Information Technology Services

December 1, 2007

Dear Church President, Administrator, Clerk, or Membership Chair,

I am writing from the Office of Data Services, part of the Information Technology Services staff group, to remind your congregation about Certification of Membership 2008. You can now log in to the online system to update congregational contact information, view your congregation's UU World circulation list, and certify membership numbers in time for the deadline: **February 1, 2008 at 5 p.m. Eastern time**.

These membership numbers are used to determine the number of voting delegates you are allowed to send to General Assembly. You must certify your congregation's membership numbers each year by 5:00 p.m. Eastern time February 1. These numbers cannot be changed using our online system between February and July without permission from the Secretary of the UUA. This year, the membership certification forms will also include a Congregational Poll ballot which will determine the Congregational Study/Action Issues (CSAIs) to appear on the Agenda of General Assembly 2008. More information about the Congregational Poll voting process and text of the CSAIs can be found at www.uua.org/socialjustice/issuesprocess/currentissues

You can log in to your congregation's Data Services account to certify in time for the deadline. Every congregation has an online account. To log in, visit www.uua.org/leaders/dataservices and select "Data Services Login for Congregations." Then enter your congregation ID number and your password. Your congregation's four-digit ID number appears in the *UUA Directory*, or you can find it by searching for your congregation at www.uua.org/cong. If you don't know your congregation's password, click the "Forgot your password?" link and you will receive an email with instructions to reset your password. After logging in, the updater will be asked to enter his or her name.

By certifying membership on this web site you will guarantee that your membership number is recorded by the February 1 deadline. You will also be able to make updates to your congregation's mailing address, meeting address, phone number, fax number, email address, and web address.

We suggest that you do the following as soon as possible :

1. Log in at the Data Services web site listed above to make sure that you know your congregation's ID number and password.
2. Print out the Certification Worksheet, which can help you collect the information that we ask for during online certification.
3. Take a look at our comprehensive FAQ (Frequently Asked Questions) web page at www.uua.org/leaders/dataservices/frequentlyasked There you will find answers to common questions including directions to submit your annual membership numbers, the way to confirm that your membership certification has been received, and login/password concerns.

If your congregation does not have internet access, please contact me as soon as possible for details about completing the certification process via postal mail. If you have additional questions that are not addressed on our FAQ page, feel free to contact me.

Nick Rafeal
Data Entry Technician
617-948-4654
nrafeal@uua.org