



Kingdom Services
Serving the King Together

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Instructions for beginning service with Kingdom Services

All forms necessary for churches to sign up are posted on our website: www.kingdomservicesonline.com under tutorial tab, they are in Excel format.

If you have Excel that would be the easiest way to complete the information needed.

You can also go to www.openoffice.org and download free software (if you do not have Microsoft Excel) that would allow you to use the Excel forms and complete. Note: the download takes quite awhile – but the free software is pretty awesome.

The forms to complete are:

- New Client Information – General Information: Contact information, password selection etc.
- New Client Information – Trial Balance: showing financial status as of end of past month so we have a starting point for the new service.
- New Client Information – Payroll Data: Showing year-to-date amounts paid to each church employee.

If you choose to download the ‘Excel’ version, there are 4-tabs at the bottom of the page. The 4 items noted above are on these tabs. Just fill in the blanks.

Once completed you can then email the worksheet to Kingdom Services at newclient@kingdomservicesonline.com

It’s that simple – you’ll then be set up on the new service and the contact person you’ve noted on the General Information form will receive a call from Kingdom Services to walk you through the web-based entry on your personal – secure website.

If you have any questions along the way please call Kingdom Services directly, and we’ll assist.

Thanks for allowing us to partner with your Ministry! We’re here to serve you and the Kingdom!

Phil Illum, Executive Vice President
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Kingdom Services, LLC