



**Instructions for Using  
The Presbyterian Church's Online Portal  
for Congregational Finances.**

Revised Nov 21, 2023

This online portal allows congregations and presbyteries online access to the congregational remittance reports and the summary reports of congregational gifts to The Presbyterian Church in Canada by Presbytery and Synod. New reports will be issued on the 15<sup>th</sup> of each month and will include gifts received and deposited to the PCC's account by the end of the previous month. You can also designate one email address to receive the electronic report on or after the 15<sup>th</sup> of the month.

Congregation's usernames are the five-digit congregation/presbytery code (two letter, three numbers) followed by @presbyca.rxlogin.org so it will look like this:

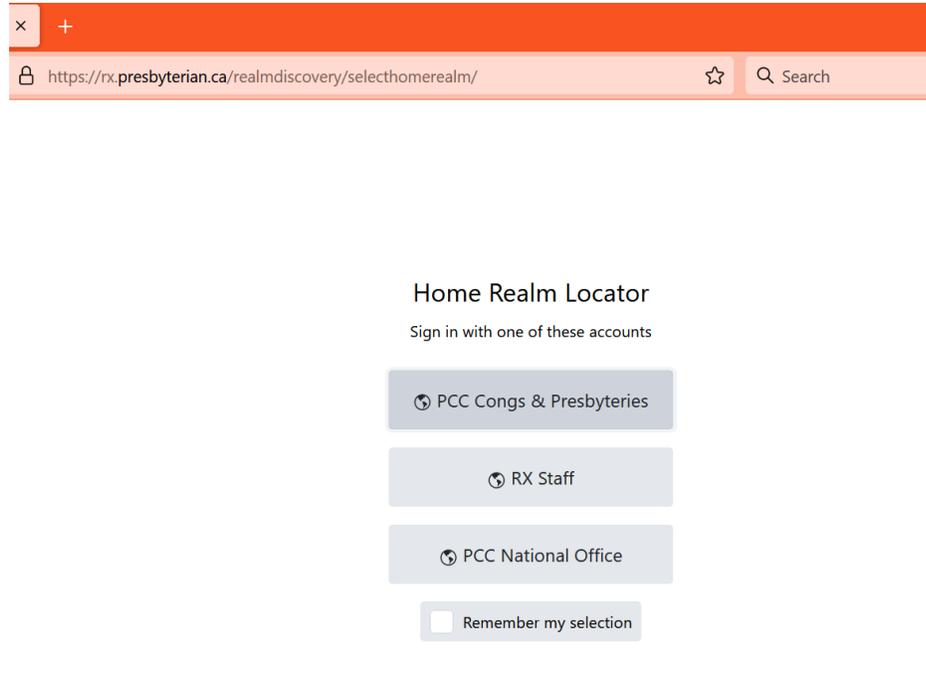
AA001@presbyca.rxlogin.org.

Please designate someone to login for the first time. They will be asked to change the password and will need to record it so they have it next time when accessing the portal. (We can reset the password if it is forgotten.) Once they are inside the portal they can enter the email address they want the reports sent to. *Unfortunately reports can only be emailed to one email address, so if more than one person needs to see the report, the report email will have to be forwarded or these people can be given the user name and password to log into the portal themselves.*

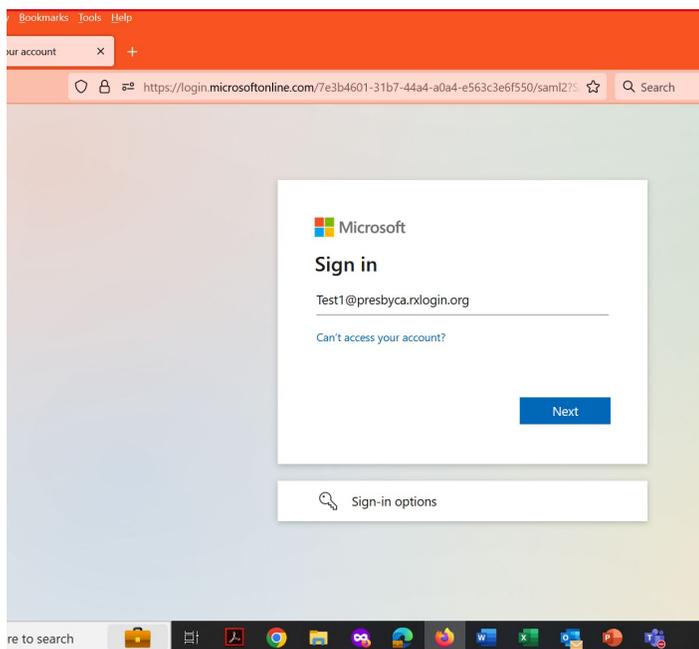
If you cannot access the portal or prefer to have the reports mailed to your congregation four times a year, you can contact us or login to the portal and enter the email address [remittances@presbyterian.ca](mailto:remittances@presbyterian.ca) for the email distribution. The reports will be mailed in April, September, December and February (Previous year's final figures).

## ACCESSING THE PORTAL

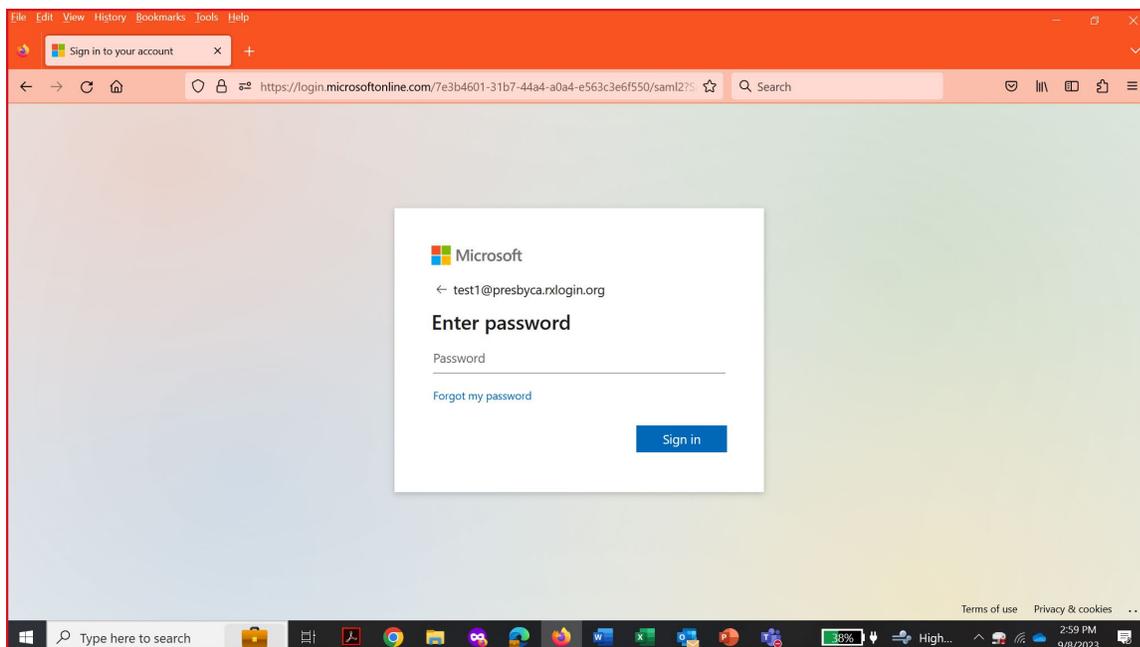
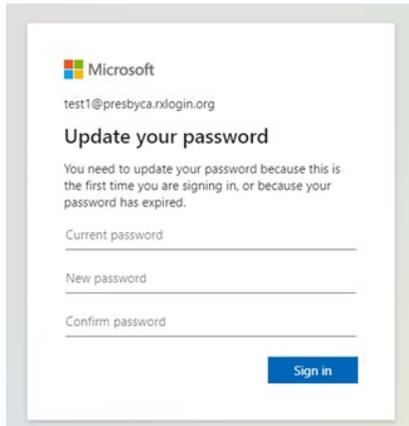
1. Go to <https://rx.presbyterian.ca/> This will take you to the following screen. Click on the top button **PCC Congs & Presbyteries**



2. Enter the login that you've been given for your congregation or presbytery.



3. Enter your temporary password.
4. You will be prompted to update your password. Enter the new password twice.  
*Be sure to keep a record of your password. If you need to reset it, you must email [nkwuda@presbyterian.ca](mailto:nkwuda@presbyterian.ca)*

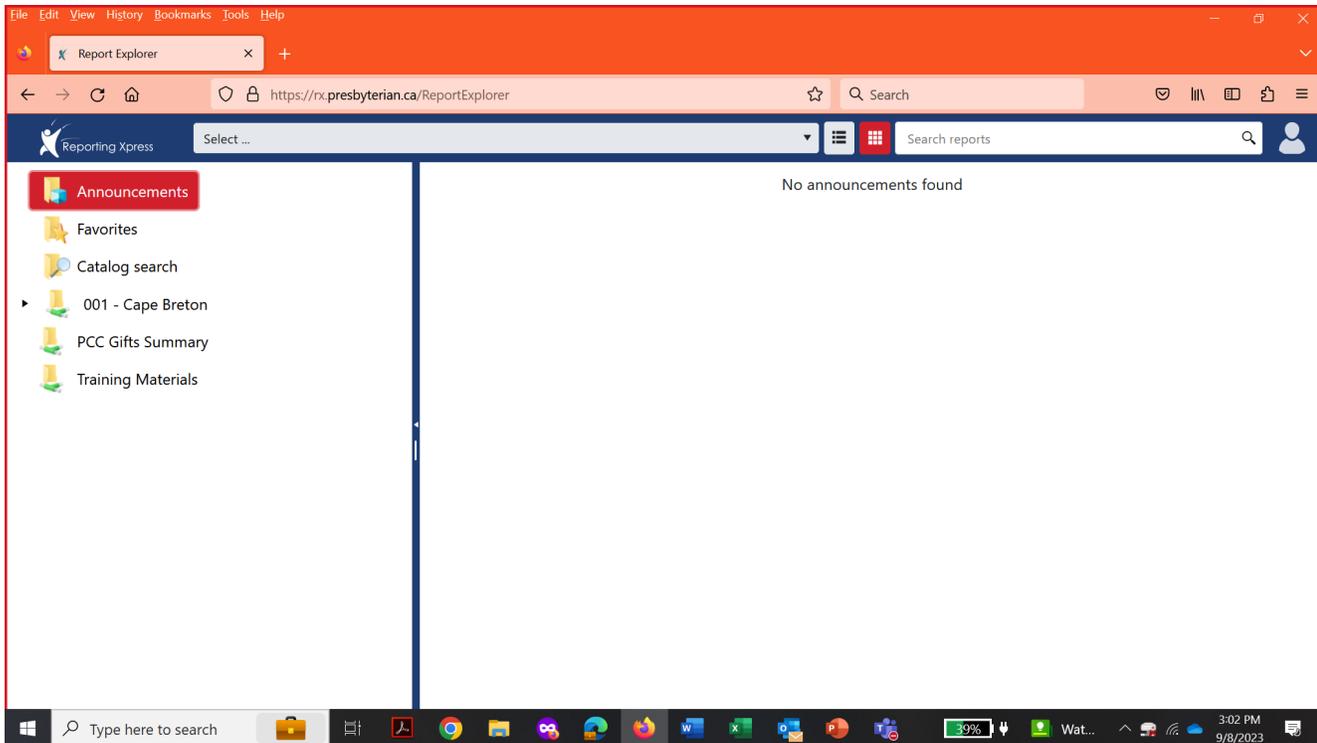


5. The above homepage will open after you've entered the password. You will see your Presbytery listed on the left hand side. Congregational folders are listed within/under presbytery folders. Click on your presbytery folder to find your congregational folder.

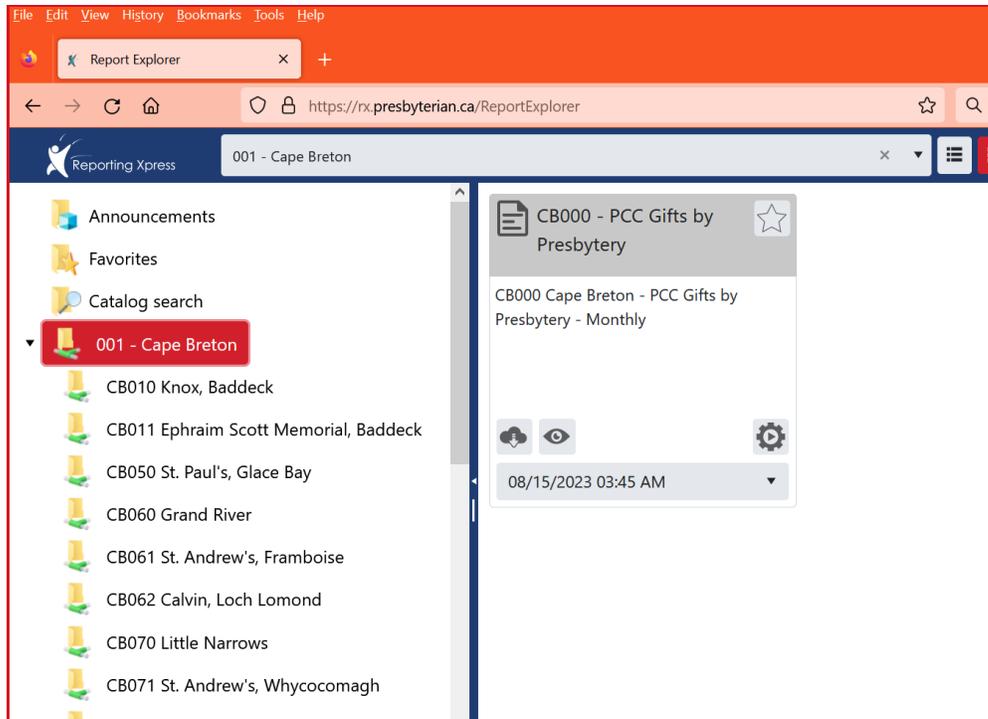
**CONGREGATIONS:** You will see your Presbytery and your own Congregational folder.

**PRESBYTERY:** In addition to your Presbytery folder, you will see all congregations in your presbytery. If you are a clerk of multiple presbyteries, you will see any presbyteries or congregations you are connected to.

**NATIONAL OFFICE STAFF:** only a few limited national office staff will have access to all presbytery and congregational folders. The information is kept confidential.



- The screenshot below comes from a Presbytery contact type, so all the congregations in the Presbytery are listed. When you are in the Congregational or Presbytery Folders you will see what is called a “Monopoly card” on the right. (So called because it looks like the little cards you get to play the game Monopoly.) By clicking on the icons on these monopoly cards, you can access the reports or get more information about the report.



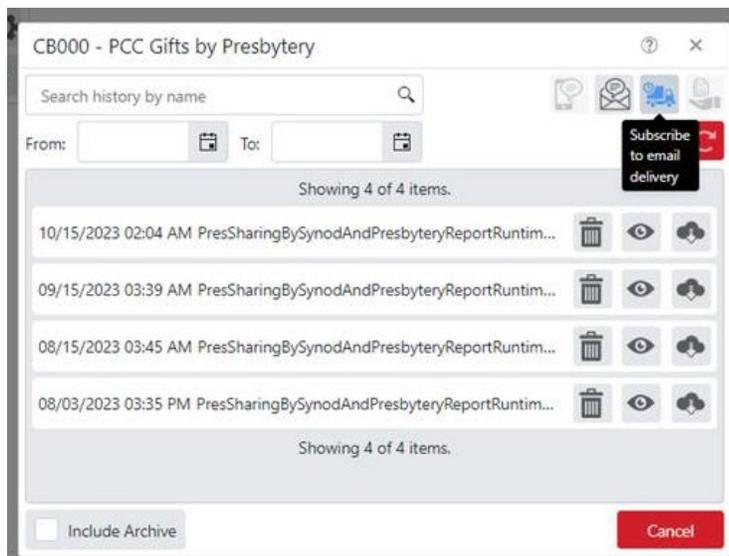
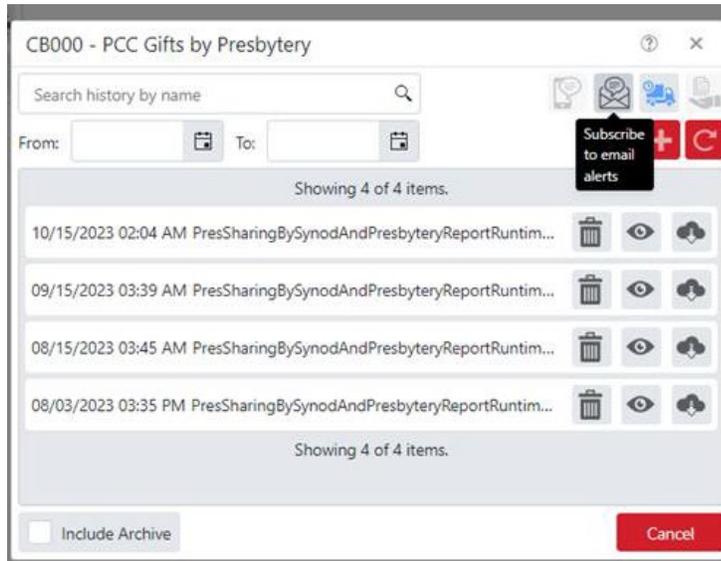
7. The monopoly card pictured above contains the report on PCC mission gifts remitted to the national office from all the congregations in this presbytery.

- a. Click on the eye icon to open the report (with the date listed on the card). The date you can see is the most recent report. If you want a report from an earlier time period, use the arrow beside the date to open a drop down menu and select the dates you would like to view.
- b. Click on the cloud & arrow icon to download and save a pdf copy of the report to your local computer.
- c. Click on the gear icon to open a box which will give you the option to set your preferences for how this report is distributed.

When you click on the gear icon, the box pictured below will open up. In this box you can select how you want to receive these reports: either by subscribing to alerts that the report is ready OR having the report sent to your email address.

- i) Click on the envelope icon to choose to have an email alert sent to you when a new report is available. (The email will not include the actual report).
- ii) Click on the truck icon to have a copy of the report emailed to your inbox.

NOTE: You can choose both options, but they will only go to the email address specified by the congregation (see #12 below). Usually, congregations will choose to subscribe to email delivery so they don't have to login the portal to get the report and can easily forward the report to other members who need the information. They may only want alerts if they are concerned about the capacity of their email storage.



iii) In this setting section you may also view, download and delete the reports. The latest report is listed at the top. All your reports of the current year will eventually be listed here. If you are looking for a specific report, you may filter using the dates at the top.

8. PRESBYTERY SUMMARY REPORT: - PCC Gifts by Presbytery report

All congregations and Presbytery Clerk can see the summary report in the Presbytery folder. When you download or open the PCC Gifts by Presbytery report, you will find the report looks like the report Presbyteries used to receive each month from Maggie.

This report contains the information about gifts made to The Presbyterian Church in Canada in it, listed by congregations in the Presbytery. The table not only includes subtotals of gifts made to Presbyterians Sharing, but also PWS&D and Other Mission (Other mission includes gifts given to PCC ministries, e.g. Canadian Ministries, International Ministries and Justice Ministries special projects. It does not include registration payments or loan repayments.)

Figures from the previous year are on the left. Figures from the current year are on the right. Both columns reflect gifts given and deposited into the PCC account by date listed at the top of the report in that year and the previous year (covering the same time periods). NOTE: Congregations which have closed but have sent gifts in either the previous year or the current year, will appear at the end of the report with the label CLOSED after their name.



**The Presbyterian Church in Canada**  
**Giving to PCC Mission & Ministry**

For period ending 10/15/2023

Synod of Manitoba & Northwestern Ontario Presbytery of Brandon

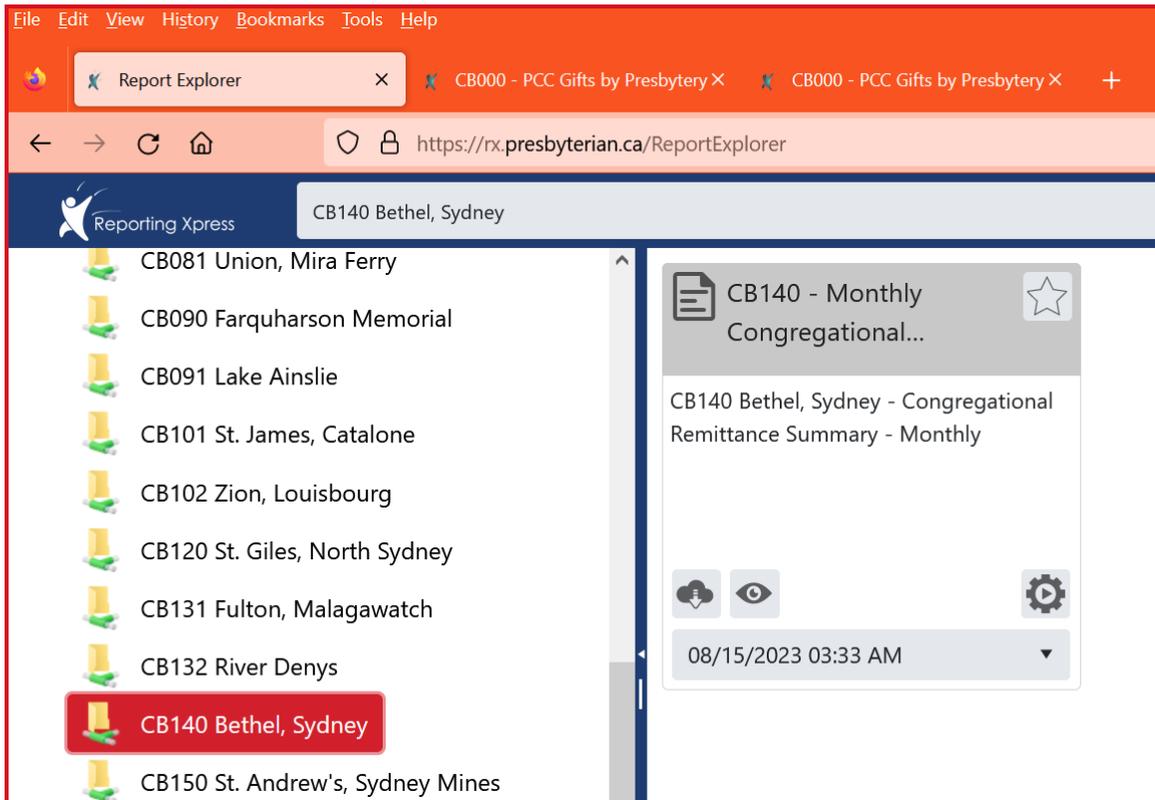
2022		YTD Received			Congregation		2023		YTD Received		
Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission	ID	Name	Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission
\$22,081	\$4,000	\$7,853	\$5,163	\$0	BN010	First Presbyterian, Brandon	\$21,833	Not Reported	\$3,952	\$3,862	\$0
\$861	\$0	\$0	\$0	\$0	BN091	Knox Presbyterian, Bellafield	\$863	Not Reported	\$0	\$0	\$0
\$10,482	\$3,000	\$1,599	\$720	\$0	BN020	St. Andrew's Presbyterian, Brandon	\$10,542	Not Reported	\$1,711	\$640	\$0
\$2,119	\$2,000	\$2,000	\$5,000	\$0	BN081	Melita Presbyterian	\$2,711	Not Reported	\$2,350	\$0	\$0
\$3,563	\$1,000	\$675	\$1,455	\$0	BN100	Knox Presbyterian, Neepawa	\$2,528	Not Reported	\$200	\$150	\$0
\$3,950	\$0	\$0	\$0	\$0	BN093	Ninga Presbyterian	\$5,494	Not Reported	\$444	\$0	\$0
\$9,731	\$3,200	\$2,545	\$575	\$0	BN130	First Presbyterian, Portage la Prairie	\$9,163	Not Reported	\$1,620	\$560	\$0
\$1,428	\$200	\$0	\$0	\$0	BN051	Knox Presbyterian, Winnipegosis	\$2,407	Not Reported	\$0	\$0	\$0
\$0	\$0	\$500	\$0	\$0	BN040	Knox-Zion Presbyterian, Carberry - CLOSED	\$0	Not Reported	\$0	\$0	\$0
<b>\$54,215</b>	<b>\$13,400</b>	<b>\$15,172</b>	<b>\$12,913</b>	<b>\$0</b>	<b>Summary for Presbytery of Brandon</b>		<b>\$55,541</b>	<b>\$0</b>	<b>\$10,277</b>	<b>\$5,212</b>	<b>\$0</b>

9. The CONGREGATIONAL REMITTANCE REPORT - Monthly Congregational Remittance Summary

The reports in the congregation's folder operates the same way. Click on the folder and

you can see a monopoly card called “Monthly Congregational Remittance Summary.” Clicking on the cloud icon will download the pdf report whereas clicking on the eye will open the report in your browser. The congregational reports are similar to the ones that were previously mailed out to congregations. They reflect the congregation’s remittances which have been received and deposited into the PCC account by the date listed on the report.

Again, using the gear/settings icon you can decide whether to have an email alert sent to your email or to have the report sent directly to your email (See instructions above in #7.)



First page of the report



THE PRESBYTERIAN CHURCH IN CANADA  
L'ÉGLISE PRESBYTERIENNE AU CANADA

Summary of Congregational Remittances

The Treasurer  
George Jessen  
Bethel (Sydney) Presbyterian Church  
9 Brookland St  
Sydney NS B1P 5B1

Congregation Code: CB140

Funds deposited between Jan 1, 2023 to Jul 31, 2023

Thank you for your gifts! This report shows funds The Presbyterian Church in Canada has deposited (cheques or electronic transfers) as of Jul 31, 2023 for gifts (Presbyterians Sharing, PWS&D and other PCC mission funds), loan repayments, and conference registrations. Any funds deposited after this date will be reflected on the next report.

This report is intended to help you reconcile your books. Please review it carefully. If you note any discrepancies, please contact Rebecca Weber at [rweber@presbyterian.ca](mailto:rweber@presbyterian.ca) or 416-441-1111/1-800-619-7301 ext. 317.

Please note: a) This report does not include Pension, Health & Dental or other invoice payments. If you included payments for these departments on the same cheque, the amount will be shown as "Transferred to other PCC department". b) The summaries at the bottom will help you track your year-to-date totals for those mission funds. You can use the final figures from the Dec 31 report in lines 26a and 26b of your congregation's statistical report. c) Brackets in the "Balance of Accepted" line means the congregation has sent less than they accepted for Presbyterians Sharing; no brackets means the accepted allocation has been met or exceeded. d) Donations made by individuals who requested that their gift be credited to the congregation are listed as "YTD gifts from individuals". These amounts are included in the summaries.

Date Received	Fund Description	Cheque #	Amount
Mar 13, 2023	Presbyterians Sharing	4100	\$1,604.92
Mar 27, 2023	Presbyterians Sharing	4122	\$1,609.42
Apr 12, 2023	Presbyterians Sharing	4135	\$1,609.42
Apr 12, 2023	Presbyterian World Service & Development	4136	\$165.00
Apr 24, 2023	Presbyterians Sharing	4157	\$1,609.42
May 30, 2023	Presbyterians Sharing	4179	\$1,609.42
Jun 19, 2023	Presbyterian World Service & Development	4196	\$50.00
Jul 12, 2023	Presbyterians Sharing	4225	\$1,609.42
Jul 12, 2023	Presbyterian World Service & Development	4226	\$150.00

Final page of the report



**THE PRESBYTERIAN CHURCH IN CANADA  
L'ÉGLISE PRESBYTERIENNE AU CANADA**

**Summary of Congregational Remittances**

The Treasurer  
George Jessen  
Bethel (Sydney) Presbyterian Church  
9 Brookland St  
Sydney NS B1P 5B1

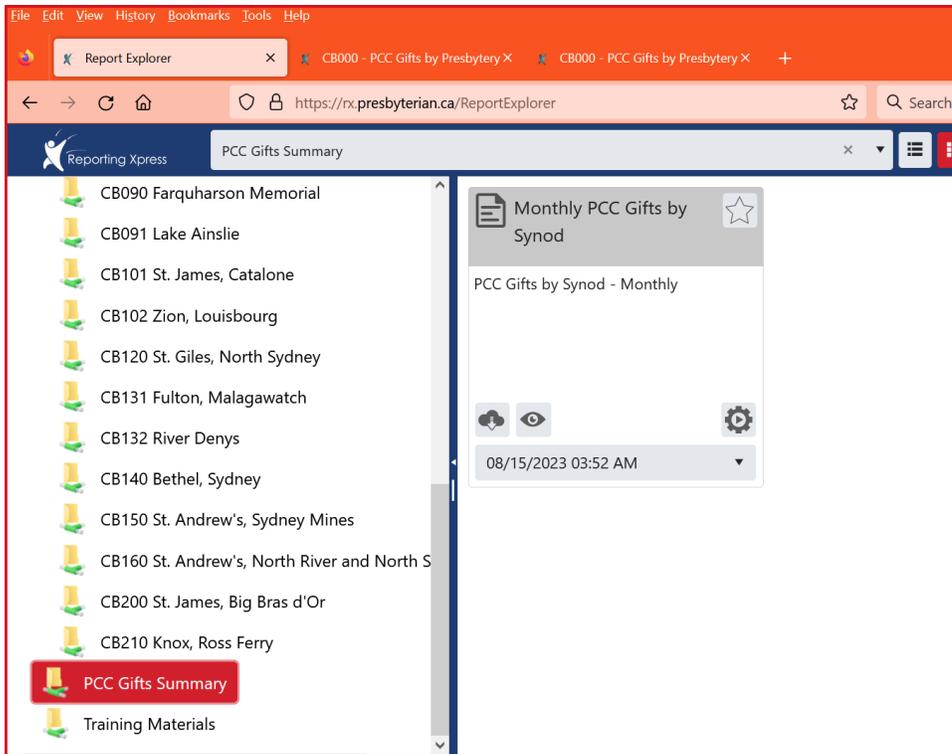
Congregation Code: CB140

**Funds deposited between Jan 1, 2023 to Jul 31, 2023**

<u>Presbyterians Sharing</u>				<u>PWS&amp;D</u>
<u>Recommended</u>	<u>Accepted Allocation</u>	<u>YTD Received</u>	<u>Balance of Accepted</u>	<u>YTD Received</u>
\$19,313.00	Not Reported	\$9,652.02		\$365.00
				<u>Other PCC Mission</u>
				<u>YTD Received</u>
				\$0.00

**10. MONTHLY PCC GIFTS BY SYNOD**

You can see the summary of all gifts from congregations made to the PCC by clicking on the “PCC Gifts Summary” folder. All mission gifts to the PCC are summarized by Synod in this report, with the total gifts reflected at the end of the report. You may use the gear icon to determine if you want this report sent to your inbox or not (See instructions in #7.)



**First page of the Summary Report:**



## The Presbyterian Church in Canada Giving to PCC Mission & Ministry

For period ending 8/15/2023

### Synod of Atlantic Provinces

2022		YTD Received			Presbytery	2023		YTD Received		
Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission	Name	Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission
\$107,798	\$6,700	\$33,137	\$6,103	\$50	Presbytery of Cape Breton	\$95,905	\$9,725	\$25,814	\$3,080	\$0
\$46,543	\$10,362	\$716	\$1,877	\$0	Presbytery of Newfoundland	\$40,570	\$9,214	\$650	\$1,071	\$0
\$146,531	\$117,352	\$49,328	\$12,679	\$0	Presbytery of Pictou	\$146,742	\$47,384	\$50,037	\$8,350	\$0
\$153,433	\$141,722	\$66,136	\$32,017	\$18,350	Presbytery of Halifax & Lunenburg	\$152,990	\$0	\$53,232	\$19,175	\$340
\$197,597	\$17,511	\$39,750	\$19,208	\$500	Presbytery of New Brunswick	\$191,750	\$5,843	\$27,401	\$11,118	\$0
\$212,947	\$78,361	\$38,149	\$21,065	\$100	Presbytery of Prince Edward Island	\$215,268	\$88,079	\$35,272	\$5,326	\$100
\$864,849	\$372,008	\$227,217	\$92,950	\$19,000	Summary for Synod of Atlantic Provinces	\$843,225	\$160,245	\$192,407	\$48,120	\$440

### Synod of Quebec & Eastern Ontario

2022		YTD Received			Presbytery	2023		YTD Received		
Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission	Name	Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission
\$33,774	\$8,500	\$3,150	\$100	\$0	Presbytery of Quebec	\$35,583	\$6,000	\$10,145	\$0	\$0
\$346,830	\$34,060	\$53,974	\$19,638	\$1,565	Presbytery of Montreal	\$384,657	\$44,000	\$40,819	\$8,286	\$0
\$154,742	\$80,611	\$41,655	\$27,924	\$0	Presbytery of Seaway-Glengarry	\$159,432	\$77,274	\$37,730	\$12,773	\$230
\$389,912	\$240,640	\$126,965	\$47,345	\$10,308	Presbytery of Ottawa	\$398,157	\$206,876	\$125,118	\$40,794	\$8,314
\$130,085	\$63,922	\$45,147	\$24,835	\$6,115	Presbytery of Lanark & Renfrew	\$139,887	\$53,604	\$42,085	\$14,710	\$0
\$1,055,343	\$427,733	\$270,891	\$119,841	\$17,988	Summary for Synod of Quebec & Eastern Ontario	\$1,117,716	\$387,754	\$255,897	\$76,563	\$8,544

### Synod of Central, Northeastern Ontario & Bermuda

2022		YTD Received			Presbytery	2023		YTD Received		
Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission	Name	Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission
\$106,931	\$23,500	\$40,272	\$20,911	\$780	Presbytery of Kingston	\$103,876	\$14,000	\$38,136	\$7,334	\$4,835
\$239,822	\$33,820	\$30,670	\$25,621	\$20	Presbytery of Lindsay-Peterborough	\$218,802	\$13,400	\$29,417	\$19,845	\$500

**Final Page of the Summary Report.**



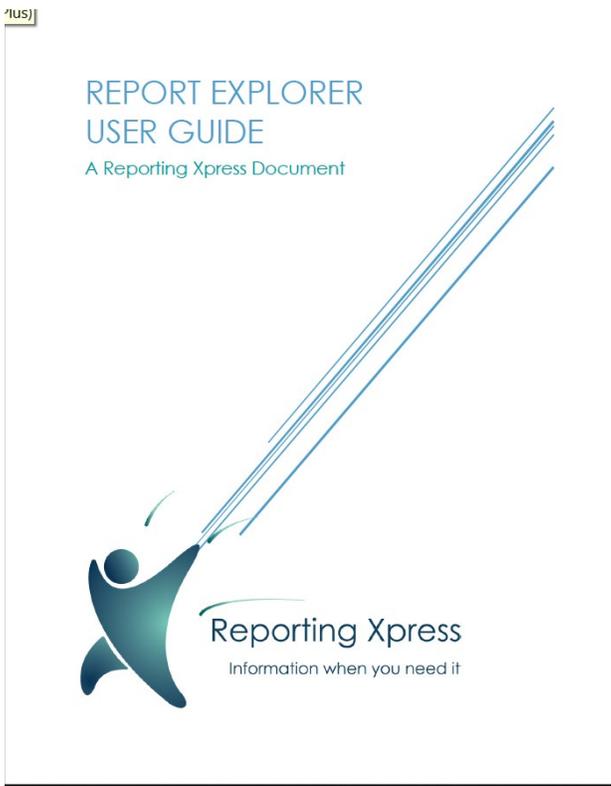
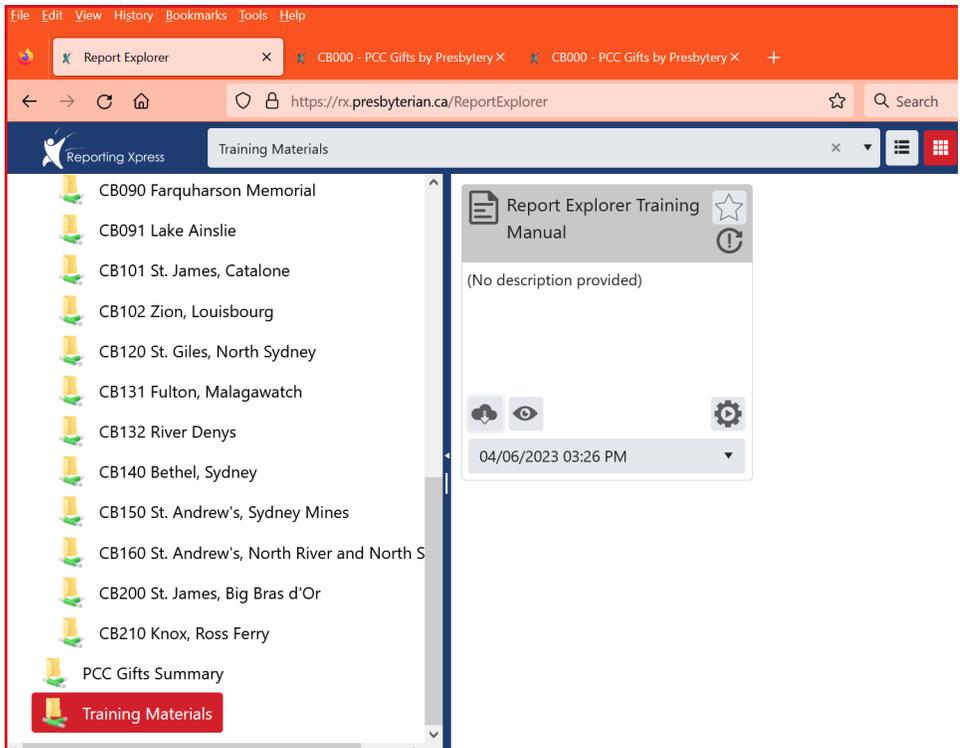
**The Presbyterian Church in Canada  
Giving to PCC Mission & Ministry**

For period ending 8/15/2023

Synod of British Columbia

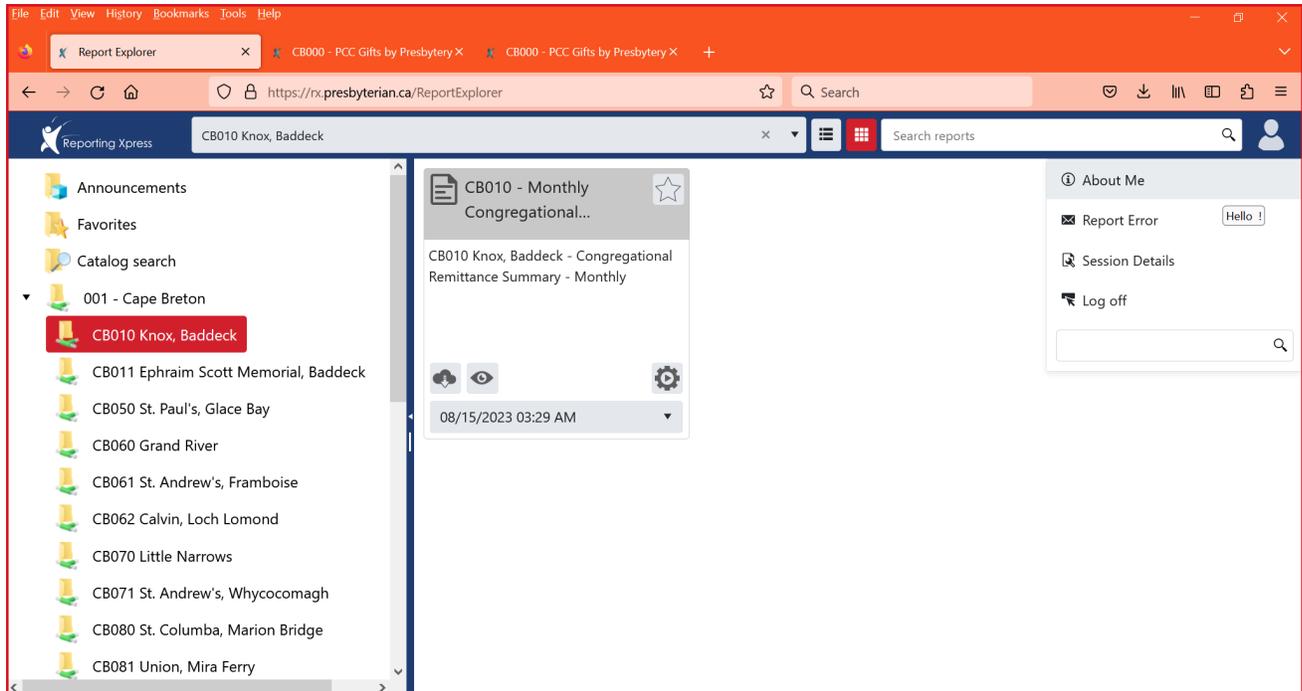
2022		YTD Received			Presbytery	2023		YTD Received		
Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D	Other Mission		Name	Recommended Allocation	Accepted Allocation	Presbyterian Sharing	PWS&D
\$33,618	\$12,500	\$11,562	\$20,590	\$0	Presbytery of Kootenay	\$34,653	\$0	\$3,530	\$2,868	\$0
\$95,325	\$9,000	\$14,258	\$9,755	\$0	Presbytery of Kamloops	\$113,260	\$9,000	\$12,059	\$6,525	\$0
\$471,661	\$261,591	\$165,398	\$43,889	\$10,500	Presbytery of Westminster	\$463,706	\$189,605	\$125,310	\$26,491	\$200
\$184,659	\$70,763	\$41,453	\$41,387	\$2,565	Presbytery of Vancouver Island	\$157,214	\$17,241	\$53,085	\$33,885	\$200
\$301,510	\$0	\$2,100	\$0	\$0	Presbytery of Western Han-Ca	\$271,734	\$0	\$4,300	\$15,985	\$0
<b>\$1,086,773</b>	<b>\$353,854</b>	<b>\$234,772</b>	<b>\$115,621</b>	<b>\$13,065</b>	<b>Summary for Synod of British Columbia</b>	<b>\$1,040,567</b>	<b>\$215,846</b>	<b>\$198,283</b>	<b>\$85,753</b>	<b>\$400</b>

11. TRAINING MATERIAL: If you want more information about navigating this portal, you can use the Training folder at the very end. Click on it and either download or view the training manual. It will walk you through the features very thoroughly.



12. SETTING UP YOUR OPTIONS/EMAIL ADDRESS

To change where these reports are sent, you must go to your profile. Click on the person icon at the top right of your screen.



Choose “About Me” and a box will open that will look like this:

**About Me General Tab:**

About Me ? x

General Subscriptions

User Id:

Email address:

Email Security Phrase:   Email Password Enabled

Culture:  ▼

Contact Phone:

High Contrast Colors:  High Contrast Colors \*Does not take effect until next login

In Email Address, enter the email that you want to receive email alerts or report delivery and click OK.

- You can only enter ONE email address. You can decide which email to receive the reports and forward them to others.
- If your congregation wants to have the Congregational Remittance Summary mailed to you, enter [remittances@presbyterian.ca](mailto:remittances@presbyterian.ca) in the Email address. Your report will go to the national office which we will mail it to you four times a year according to the following schedule:

April – covers gifts from January 1 – March 31

September – covers gifts from January 1 – August 31

December – covers gifts from January 1 – November 30

February next year – covers all gifts received the previous year

If you want to receive SMS message for email alerts when the report is available, add a phone number in Contact Phone Number.

**About Me Subscriptions Tab:**

About Me ? x

General Subscriptions

Recieve Notifications:  Enable Email  Enable SMS  Announcements

Notifications Preference: Instant ▼

Subscriptions:

	CB000 - PCC Gifts by Presbytery	
	CB010 - Monthly Congregational Remittance Summary	
	CB010 - Monthly Congregational Remittance Summary	
	CB010 - Monthly Congregational Remittance Summary	

Refresh Permissions Reset Preferences Ok Cancel

All reports that you subscribed to email alert (envelope icon), email delivery (truck icon) or SMS alert (phone icon) are listed on the Subscriptions tab. You may set your preferences for when you want notifications to be received.

NOTE: The same Notifications Preference applies to ALL alerts and delivery setup. SMS alert can only be enabled when Notifications Preference is set to Instant.

About Me ? ×

General Subscriptions

Recieve Notifications:  Enable Email  Enable SMS  Announcements

Notifications Preference: Instant

Subscriptions: --Select a Subscription Preference--

- Instant
- Daily
- Sunday
- Monday
- Tuesday
- Wednesday

Refresh Permissions Reset Preferences Ok Cancel

You can also customize the colours for your monopoly cards. (Note, eventually we may have new monopoly cards for Health and Dental Invoices, Pension etc.)

Website:  
<https://rxdemo.reportingxpress.org>

Credentials:  
Provided by administrator

For access, contact [support@reportingxpress.com](mailto:support@reportingxpress.com).

## User Interface

