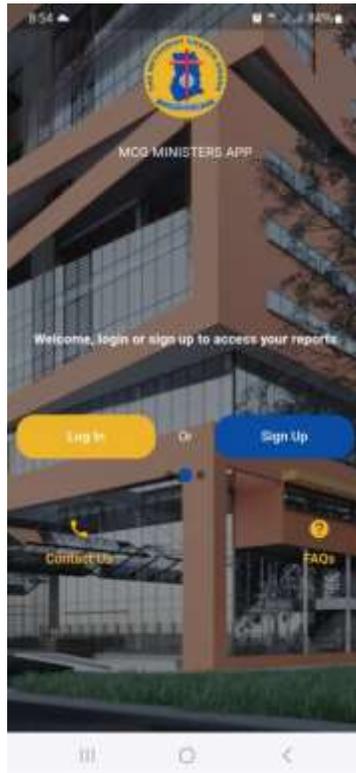# THE METHODIST MINISTERS APP USER GUIDE
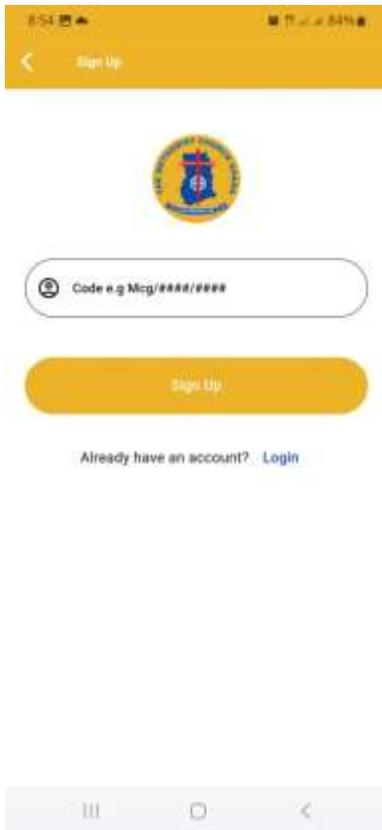
The Methodist Ministers App, MethApp is a mobile application that enables the ministers to access report of their contributions.

Signing Up

Before a minister can use the app, the minister has to contact the church via the Contact Us menu and update the phone number.

Once the phone number is updated, the minister can click on the Sign Up button to sign up.

The minister's code is entered and a password is sent to the minister's phone number on record to use to login and update the password.
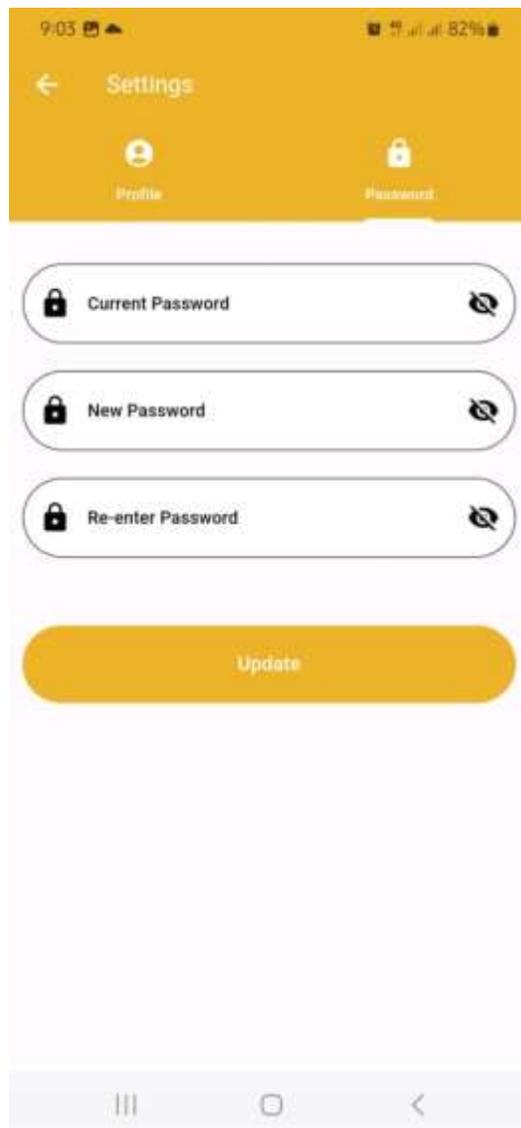
Logging in

The minister's code together with the sent password or updated password is entered and once both are correct, the minister is given access to the account.
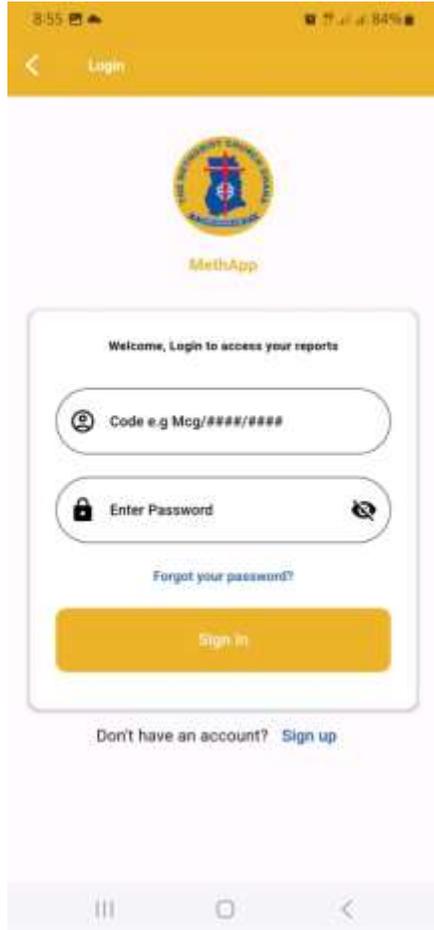
Updating Password and Profile Photo

To update password and profile photo, click on the menu icon at the top and select the Setting Menu.

To change your password, enter the current password (the password you used to login) then the new password you wish to change to. Re-enter the new password in the Re-enter Password field. Once the current password is correct, the new password is updated.

Updating Profile Photo

To update the profile photo, click on the Profile Tab.

Click on the camera icon to change your profile photo.
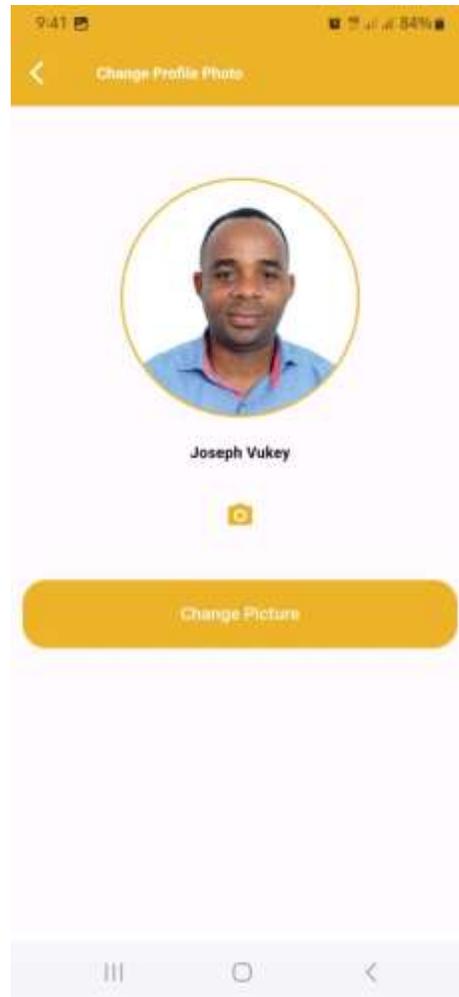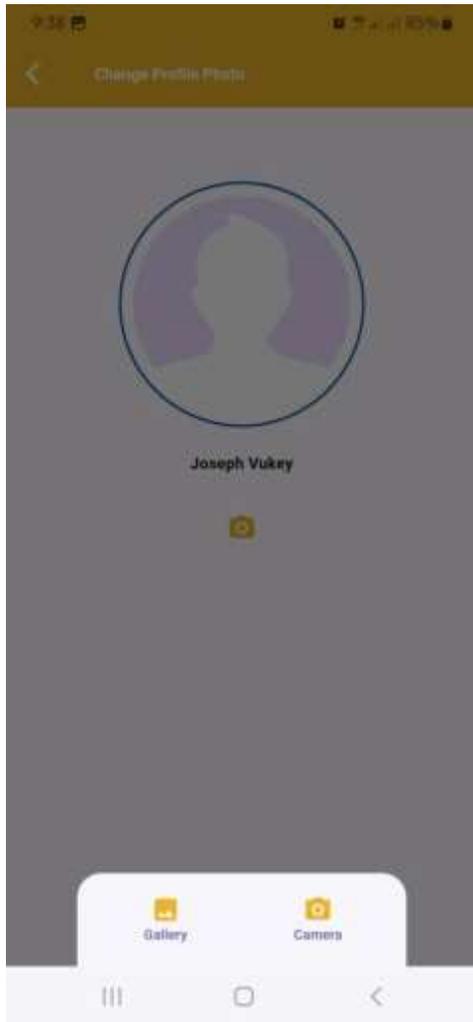
Click on the Change Picture button to update your profile photo.

Viewing Reports

To view a report, click on the menu tab and select the appropriate report type you wish to view.

The report first shows the yearly summary. To view the monthly summary of a particular, click on the year summary.

2025

Group Insurance Employee	:	826.92
Group Insurance Employer	:	413.48
Superannuation Employee	:	909.64
Superannuation Employer	:	2,150.04
Housing Scheme Employee	:	160.00
Housing Scheme Employer	:	160.00

2024

Group Insurance Employee	:	4,961.52
Group Insurance Employer	:	2,480.88
Superannuation Employee	:	5,457.84
Superannuation Employer	:	12,900.24
Housing Scheme Employee	:	960.00
Housing Scheme Employer	:	960.00

2020

Group Insurance Employee	:	6,822.09
Group Insurance Employer	:	3,411.21
Superannuation Employee	:	7,504.53
Superannuation Employer	:	17,737.83
Housing Scheme Employee	:	1,320.00
Housing Scheme Employer	:	1,320.00

Total

Group Insurance Employee	:	12,610.53
Group Insurance Employer	:	6,305.57
Superannuation Employee	:	13,872.01
Superannuation Employer	:	32,788.11
Housing Scheme Employee	:	34,108.11
Housing Scheme Employer	:	2,440.00

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APRIL 2025

Group Insurance Employee	:	206.73
Group Insurance Employer	:	103.37
Superannuation Employee	:	227.41
Superannuation Employer	:	537.51
Housing Scheme Employee	:	40.00
Housing Scheme Employer	:	40.00

MARCH 2025

Group Insurance Employee	:	206.73
Group Insurance Employer	:	103.37
Superannuation Employee	:	227.41
Superannuation Employer	:	537.51
Housing Scheme Employee	:	40.00
Housing Scheme Employer	:	40.00

FEBRUARY 2025

Group Insurance Employee	:	206.73
Group Insurance Employer	:	103.37
Superannuation Employee	:	227.41
Superannuation Employer	:	537.51
Housing Scheme Employee	:	40.00
Housing Scheme Employer	:	40.00

JANUARY 2025

Group Insurance Employee	:	206.73
Group Insurance Employer	:	103.37
Superannuation Employee	:	227.41
Superannuation Employer	:	537.51
Housing Scheme Employee	:	40.00
Housing Scheme Employer	:	40.00

Total

Group Insurance Employee	:	826.92

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Downloading Report

To download report, click on the three dotted menu icon at the top to view the dropdown menu and select the appropriate report you wish to print.

Save as PDF

Copies: 01   Paper size: Letter

THE METHODIST CHURCH
Employee Tier 3 Contributions History
Joseph Vukey

1/2

To save the report to your device, click on the **PDF** icon.
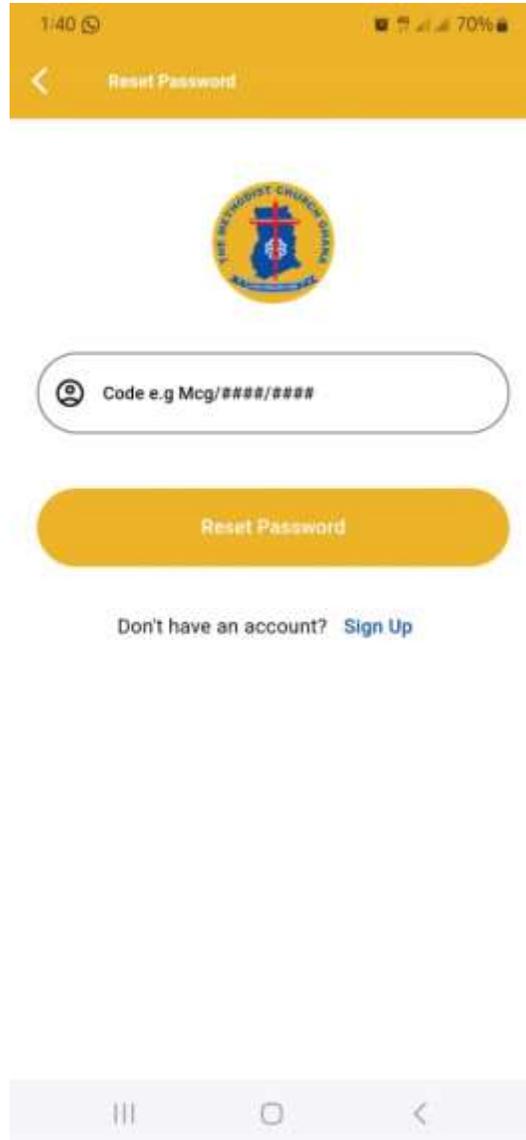
Logging Out

To log out, you can either click on the **three dotted menu** icon and select the **Log out** menu or click on the menu icon for the navigation drawer and select **Sign Out** menu. Confirm logout to exit app.
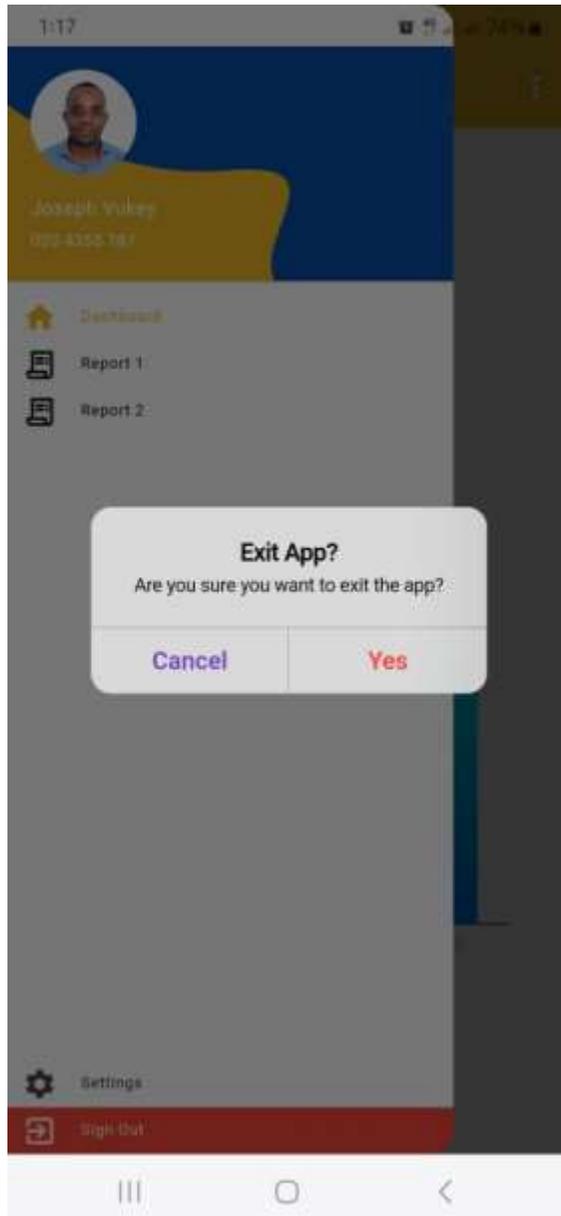
Forgotten Password

If you've forgotten your password and wish to reset, click on the **Log In** button on the front screen.
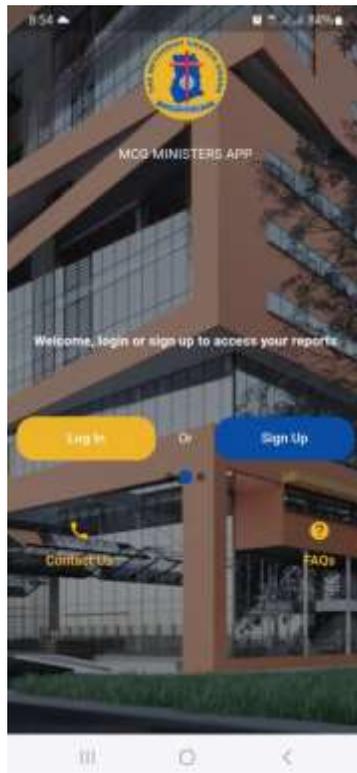
Enter your code and click on the **Reset Password** button. A password would be sent to your phone on record. Please use that password to login together with your code and change the password under the **Setting** menu.