

eAdventist: Request Transfer – Int'l/Offsystem

1. Log in to eAdventist
2. If applicable, create new profile for nonmember who has requested to transfer **into** your church
3. Determine if the overseas/international church is in eAdventist; if not, submit a request to add a new church (reference: **Add New International Church QRG**)
4. Once church is available, enter the transfer request by clicking *transfers*:



5. Click *Request Transfer*:

TRANSFERS

Filter by

Offline Offsystem/International



6. Select *to an Offsystem church* (for transfers out of your church) and click *Select* to search for church member is transferring from:

eAdventist: Request Transfer – Int'l/Offsystem

REQUEST TRANSFER

Transfer member

- to my church
 to an Offsystem church (from my church)

To clerk of:
To join: Select

7. Enter details available (name of church, city, country, etc.) and click *Search*:

Select Offsystem Church

Search for:

Filter by:

▶ Cancel Search Ok

8. Double-click on radio button for the appropriate church name:

Select Church

Search for:

Filter by:

▶ Cancel Search Ok

CHURCH NAME

<input checked="" type="radio"/>	Southern California Conference SDA Church
----------------------------------	---

9. Select your church in the *To clerk of* field, the Offsystem church from the *To join* field, then enter, **at minimum**, *Last name*, *First name*, and *Birth date* and click *Save*:

To clerk of:

To join: ▶ Select

Last name:

First name:

Middle name:

Suffix:

Birth date: m/d/yyyy

Save

eAdventist: Request Transfer – Int'l/Offsystem

10. Print the request letter from eAdventist and email it to the int'l church
11. When the int'l church provides the grant date, enter it into eAdventist (reference: ***Grant or Accept Transfer Request QRG***)
12. When your church votes to accept the member, enter the date in eAdventist (reference: ***Grant or Accept Transfer Request QRG***)

BE SURE TO COLLECT CONTACT INFORMATION FOR THE CHURCH PASTOR, CLERK, OR ELDER

FROM THE MEMBER WHO WISHES TO JOIN FROM AN INT'L CHURCH!

This is needed so you can communicate and request the transfer of membership directly with the church – it cannot be done through eAdventist