

NATURALIZATION UPLOAD GUIDE

This is intended to be a step-by-step guide to upload your House documents into the national ecclesia database as part of the process to becoming a naturalized member of the Holy Ecclesia Embassy.



Generally, there is a separate fillable PDF form necessary to accompany each of your House documents as they are uploaded to the database. First, a House Record will be established assigning your House an Ecclesia ID number as well as assigning the Overseer's Member ID number. Those ID numbers will link your future uploads to your House.

After your initial House Record has been created, you will receive a **Report**.

Please save each Report in the process of naturalizing, as they provide important information regarding your ongoing status.

An **Offering Statement** will also be sent to you with each Report reflecting the quantity of documents that have been uploaded and the suggested dollar amount for the offering.

Overview Steps:

I. Authenticate and start building your House

Come Out of Babylon Checklist available at <http://www.dehijofamilyministry.com/dignichat.html>

II. Obtain an **Ecclesia private email** account (\$10/yr)

- A. Contact C2KReport@Outlook.com and submit the email agreement and submit \$10
- B. Retrieve your email credentials (Username & Password) on **ShopYourFarm Messenger**.
- C. Write down/save your credentials.
- D. Log into <https://mail.ecclesiaembassy.net>
- E. Bookmark the page for your future convenience.

III. Log into **NextCloud** to obtain the set of **Fillable PDF forms** for your various Database uploads.

- A. <https://cloud.ecclesiaembassy.net> (use your email and password to log in)
- B. Accept any Shared Files
- C. **Download** to your computer the zipped folder of fillable PDFs "**Database Entry PDFs**"
- D. Unzip (Extract) the folder to your computer

IV. Fill out the Initial House Member PDF "**01_InitialEcclesiaRecord**"

V. Save the completed "**01_InitialEcclesiaRecord**" on your computer

VI. **Upload** the Initial House Member PDF by attaching it to an email to Database@EcclesiaEmbassy.net

VII. Check your Ecclesia email in about a week for a response from Jim / Database

VIII. Download and Save the **House Record** and **Support Offering** reports you receive.

IX. Make note of your House Number ("Record ID") and the Overseer's Member Number ("Member ID")

You will need these ID numbers for future uploads.

X. Make a payment for your Support Offering when possible.

XI. Each House document/certificate upload must be accompanied by its corresponding fillable PDF form in the same email uploaded to Database@EcclesiaEmbassy.net

DOCUMENTS REQUIRED TO NATURALIZE

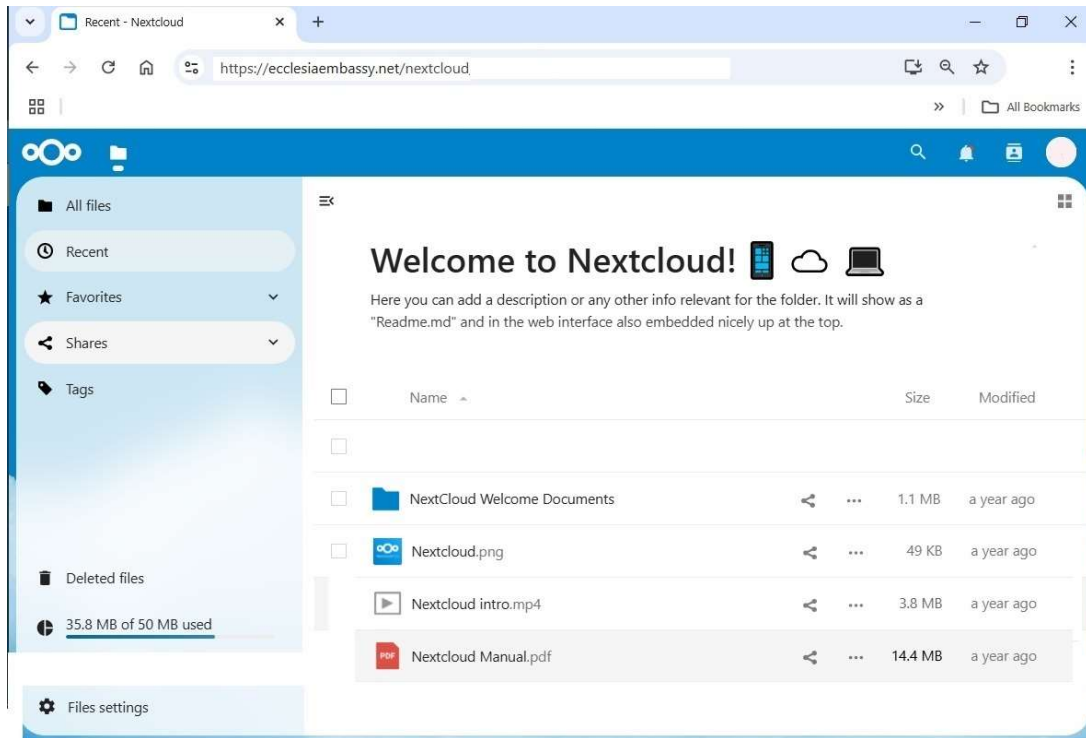
- A. **Initial House & Overseer** (1st House Member)
House Document **None** + Fillable PDF: **01_InitialEcclesiaRecord**
- B. **Authentication**
House document #**000** + Fillable PDF: **03_AuthenticationPaper**
(see [Coming Out of Babylon Checklist #](#))
- C. **Immersion Baptism Certificate**
House document #**Bap001** + Fillable PDF: **03_BaptismPaper**
- D. **House Governance Structure**
House document #**004.Act000** + Fillable PDF: **03_HouseStructurePaper**
- E. **Ministry Structure**
House document #**007.Min000a** + Fillable PDF: **03_MinistryStructurePaper**
- F. **FGT EIN issue letter** from IRS
House document #**005.FGT004*** + Fillable PDF: **03_FGTeinPaper**
*if EIN not yet issued, please upload
FGT SS4 application temporarily #**005.FGT001**)
- G. **Ministry EIN issue letter** from IRS
House document #**008.Min004*** + Fillable PDF: **03_MinistryEINPaper**
*if EIN not yet issued, please upload
Ministry SS4 application temporarily #**008.Min001**)
- Photo** Photo Member #1 **Photo001** + Fillable PDF: **None**

Additional Members of your House need only upload:

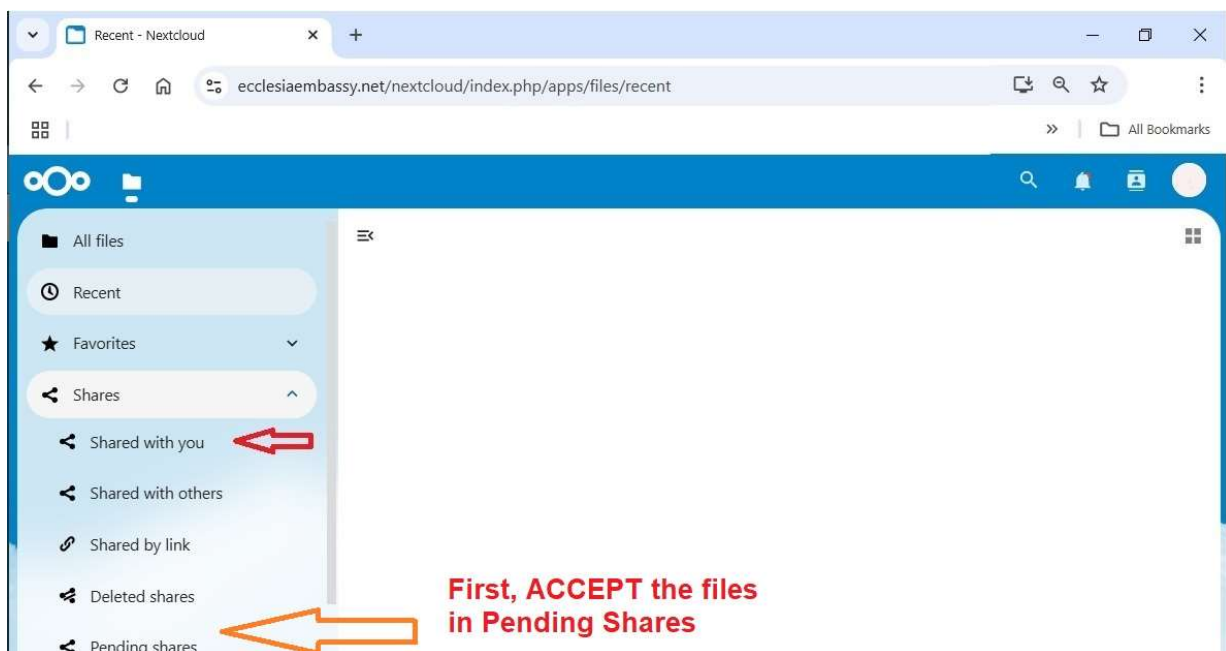
- A. **Additional Member:** House Document **None** + Fillable PDF: **02_AddHouseMembers**
- B. **Authentication** #**000-member02** + Fillable PDF: **03_AuthenticationPaper**
- C. **Immersion Baptism Certificate** #**Bap002** + Fillable PDF: **03_BaptismPaper**

TO DOWNLOAD THE FILLABLE PDFs PRIOR TO YOUR HOUSE UPLOADS

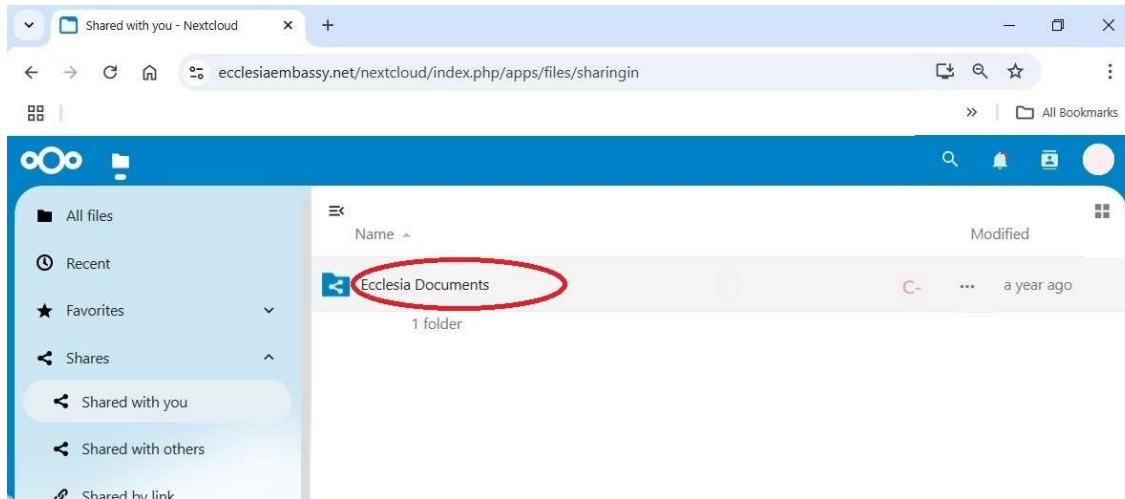
1. Log into the Ecclesia Nextcloud server at <https://cloud.ecclesiaembassy.net> (user credentials are same as your email credentials)
The main window will show the files in your All Files folder (folder names on left pane).



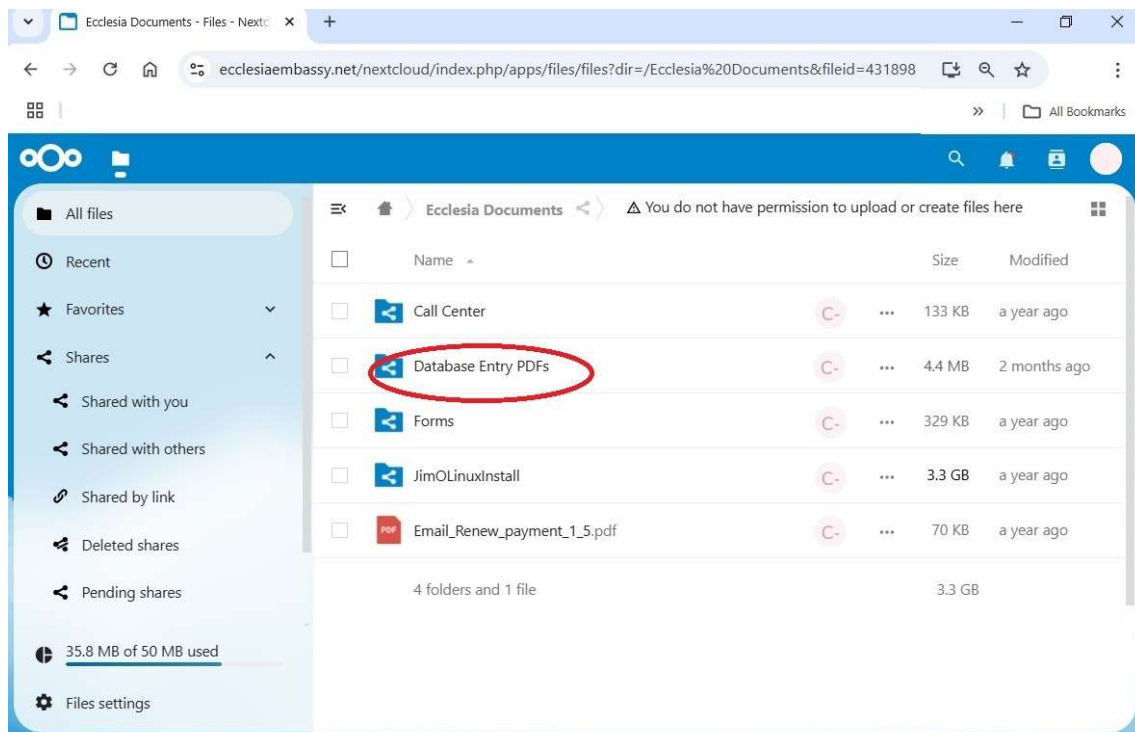
2. Click the small arrow next to “Shares”, then click “Pending Shares” and accept invitation for the files
3. After you accept the shared files, they’ll be found in “Shared with you”.



4. Click open "Ecclesia Documents"

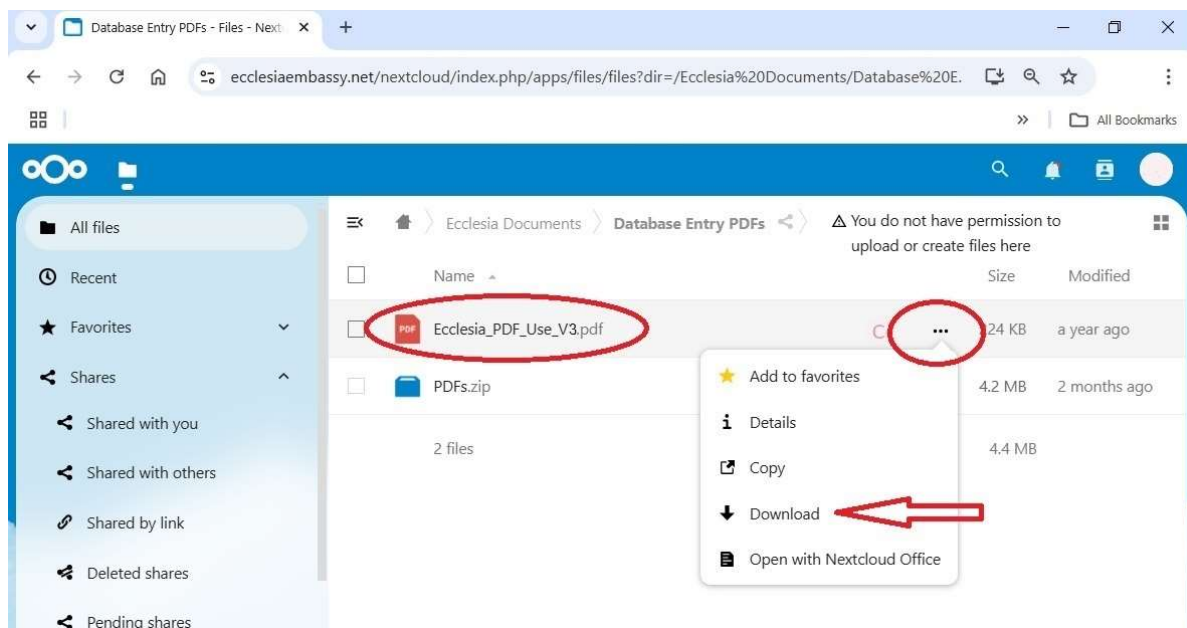


5. Click open "Database Entry PDFs"

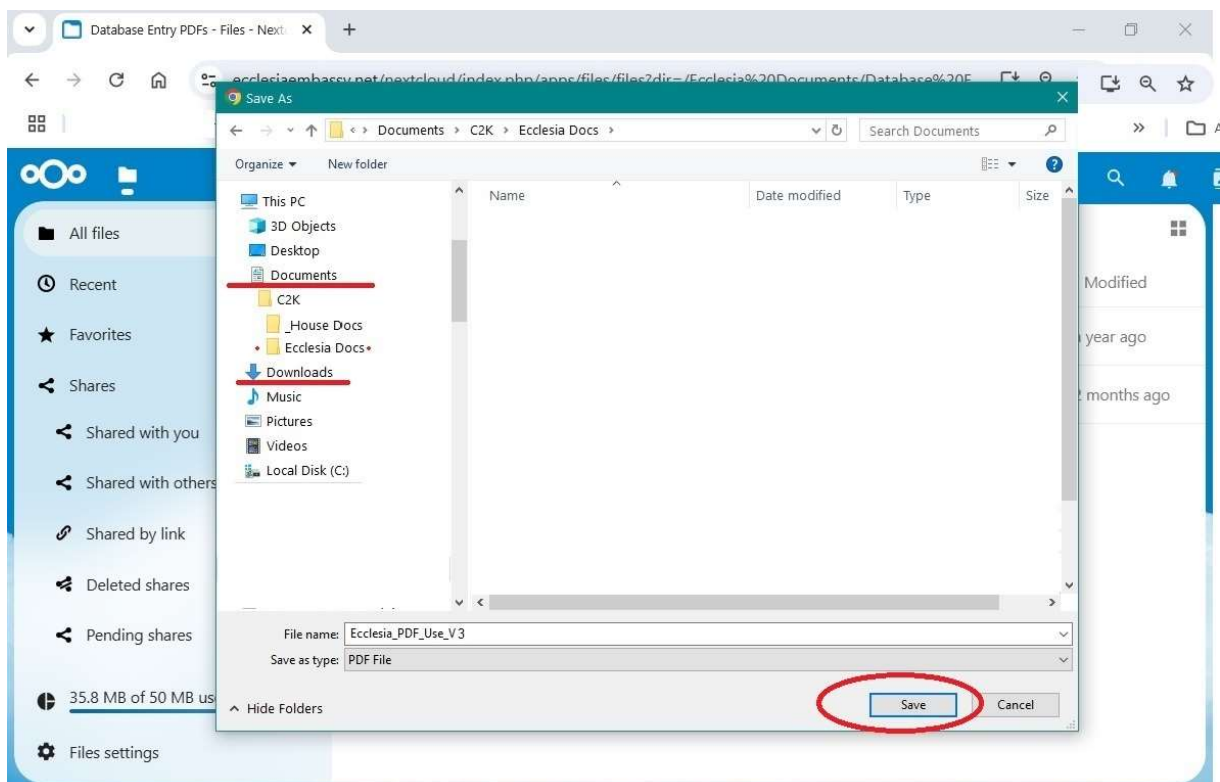


6. Highlight (click once) "Ecclesia_PDF_USE_v3"

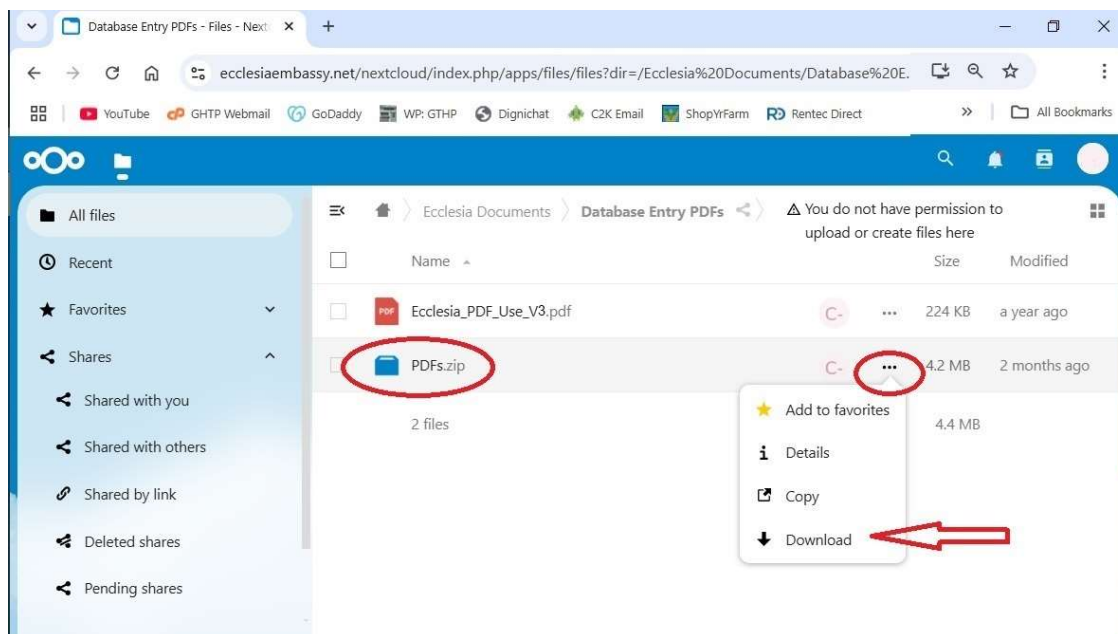
7. Right click the file name or go to 3 dots to the far right, choose "download"



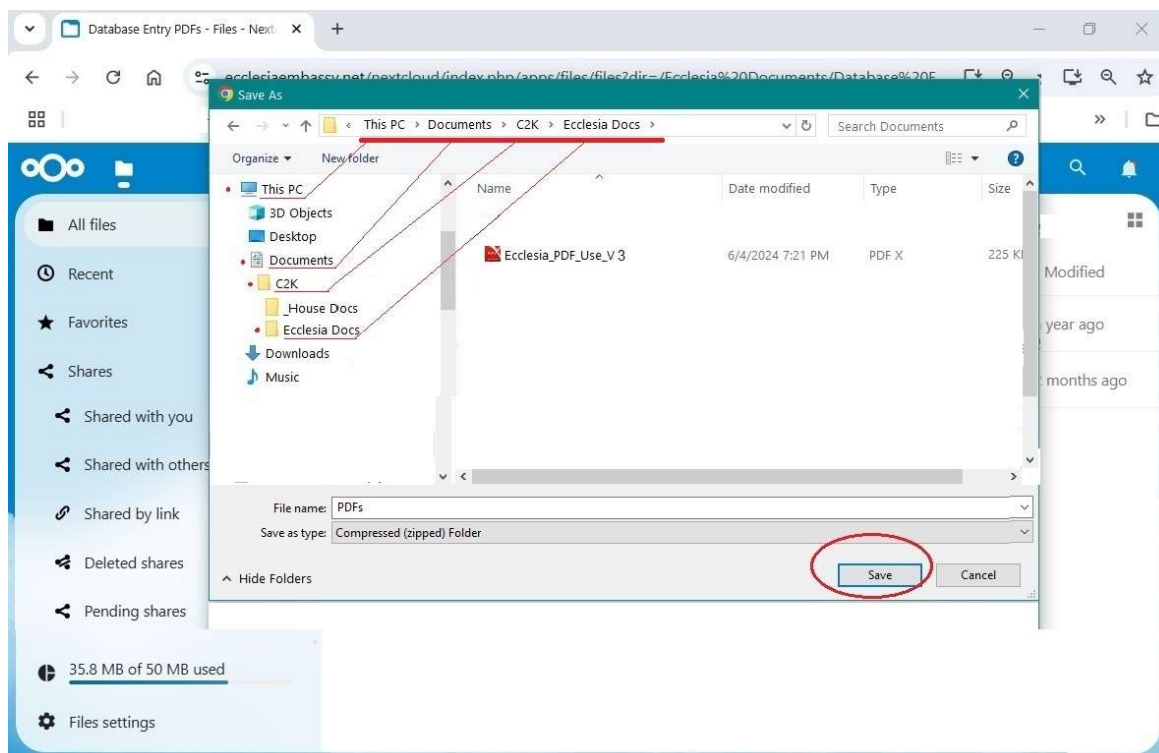
8. Then save this instructional file (tells how to fill out PDFs) wherever you save your house docs on your local hard drive. If it doesn't ask where you want to download, it will probably default to "Downloads" folder.



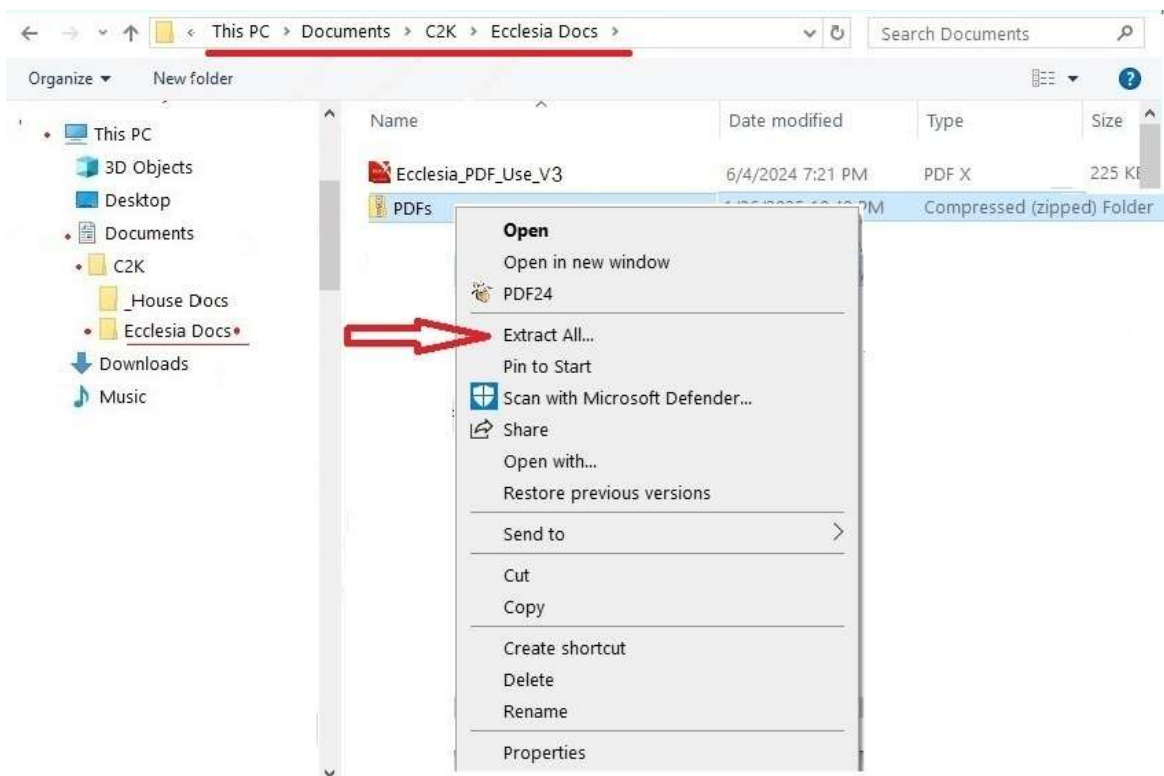
9. Then go back in same folder in Nextcloud ("Ecclesia Documents" > "Database Entry PDFs")
Right click "PDFs.zip" (or go to the 3 dots to the far right)
Choose "Download"



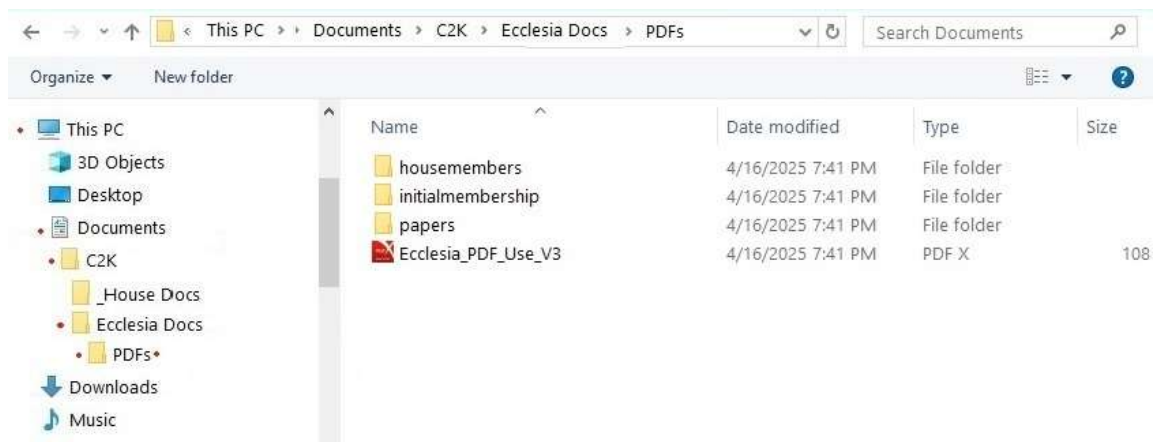
10. Save the "PDFs.zip" file in the same folder as before on your local hard drive.



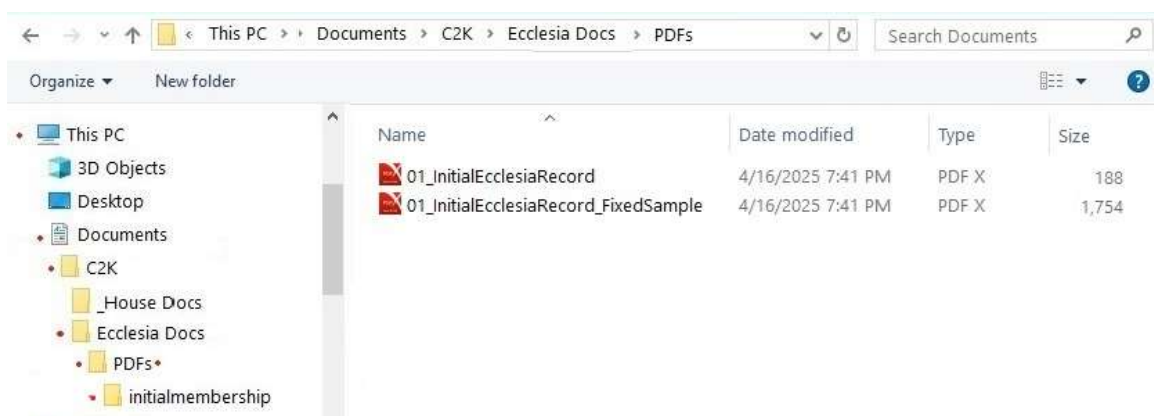
11. Next, you must UNZIP the zip folder that you just downloaded before you can use the PDFs: To do so, right-click “PDFs.zip” on your computer, then "Extract All". It will extract them to the same folder in which you saved “PDFs.zip”.



12. The now extracted PDF folder shows categories of sub-folders containing the fillable PDFs which are necessary for each upload of your House documents. Let's open the folder called “initialmembership” since that will be the very first fillable PDF your House will be uploading into the database. Double-click (open) the “initialmembership” folder.



13. To create a record of your House in the database, you'll need to complete the "01_InitialEcclesiaRecord" fillable PDF. In this folder you'll see 2 versions of it. One is the blank which you will be filling out, the other is a prefilled example. This "01_InitialEcclesiaRecord" fillable PDF is the only one in the series that does not accompany any of your House certificates. It is submitted by itself.



TO START USING THE FILLABLE PDFS

Once you have the fillable PDF Papers downloaded, you will finally be ready to start filling out the PDFs for each of your corresponding document uploads.

1. Start by **READING** the instruction file you first downloaded, "Ecclesia_PDF_USE_v3". It tells you what information each of the fillable fields is looking for and instructions for each Paper type. Remember, each House document you upload must have a corresponding PDF Paper filled out so that the server can properly assign your documents to your House in the correct category.

2. Refer to the screenshot on the next page.

The first PDF to upload is the Initial House & Overseer Member fillable PDFpaper named:

01_InitialEcclesiaRecord.

After you have filled in the PDF with your House details, then save it, close it and reopen it. (the notes below in **GREEN** are only helpful guides, not found on fillable PDFs)

IMPORTANT:

Reopen it after you saved it with the new name to see if it kept your changes. It should still have the editable features.

If it held your data, it is suitable for uploading. Close it before proceeding to the upload.

The Embassy of the Holy Ecclesia



Ecclesia Record Information

*Ecclesia Member House:
*Family Name:
Ministry Name:
Ecclesia Email:

Main Contact House Member

*First Name:
Middle Name:
*Last Name:
*Location 1:
Location 2:
*City:
*State:
County:
*Country:

*Country:

*Zip:

*Cell Phone:

Alternate Phone:

*Email:

Member Authentication Number:

Family Relationship:

*In Case of Emergency: are you the main contact for the House?

*Born Date (4/29/1965):

*Height(5-10):

*Weight:

*Hair Color:

*Eye Color:

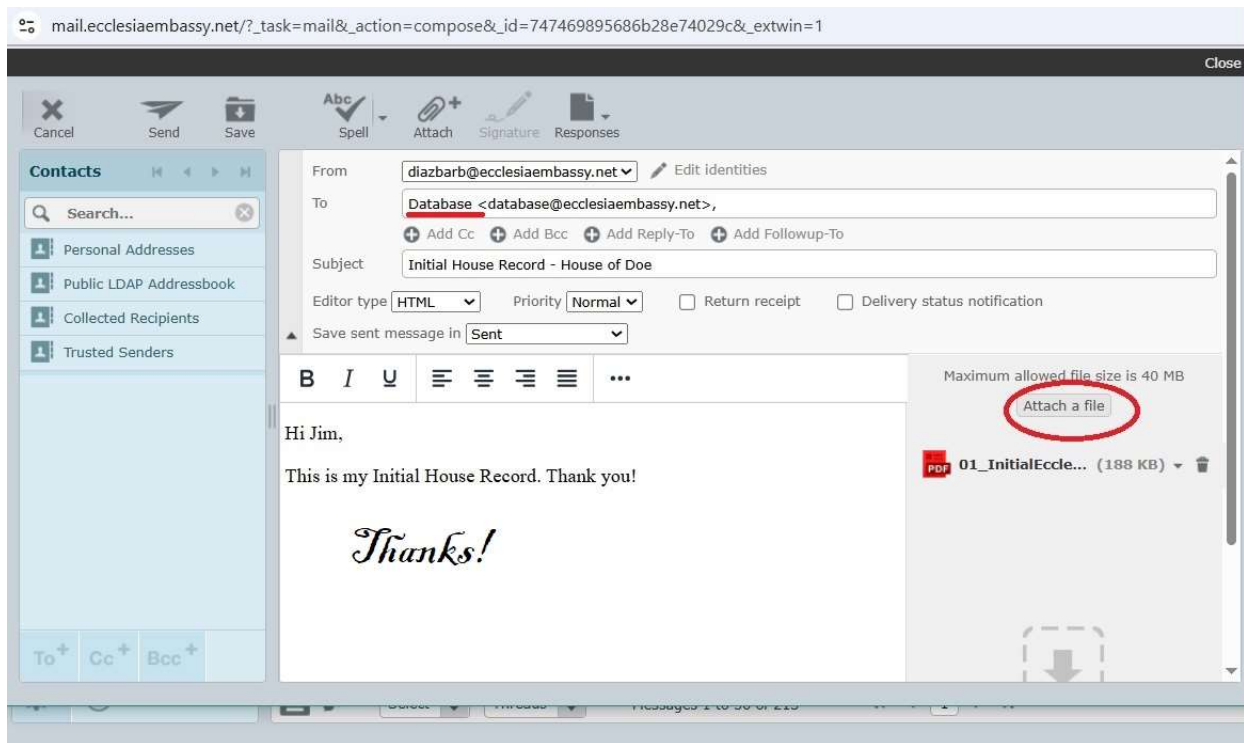
*Gender:

*Skin:

Notes:

TO UPLOAD THE FILLABLE PDFs TO THE DATABASE

1. Log into the Ecclesia email server at <http://mail.ecclesiaembassy.net>
2. Create a new email.
3. In the "To" field, start to type "database" (it will populate the database actual email address).



4. Attach the filled and saved PDF Paper "**01_InitialEcclesiaRecord**" to the email.
This first PDF Paper requires no accompanying House document.

Each PDF Paper and its corresponding House document must be submitted together in one email. Do not upload multiple PDF Papers or multiple House documents in any one email. Keep them in associated pairs.

5. In the body of the email, you may wish to put your name/phone number or a thank you message to Jim Odle before sending it to the database. When the PDF Paper and the corresponding House document are attached to the email, review it and push Send.
6. Congratulations, you have just uploaded your House's 1st document.

Helpful Notes:

Keep track of your uploads.

You'll get a Receipt from Jim after it has been processed.

SAVE the Receipt in your local database uploads folder.

You will need it repeatedly. It will have your House Number on it.

You, as the Overseer will also have a House Member number.

You'll need these for future uploads.

It may be helpful for organizational purposes to rename the Receipts as you save them. Consider adding House #, Member # in the file title when saving it.

The Overseer should upload each item found listed in section 6 of the "Coming Out of Babylon Checklist" (from www.DehijoFamilyMinistry.com/dignichat.html) but each *other* Member of your House only needs to upload items A, B & C from that list.