

PCA CLERKS ONLINE TOOLS

An **Email Group** has been set up for use by PCA Presbytery Clerks, Presbytery Recording Clerks, the PCA Stated Clerk's Office and other select individuals (past clerks, for instance).

The email group cannot be used by anyone other than members. To **subscribe**, send a blank email to:

pcaclerks+subscribe@groups.io

If you are a member, **send messages** to the group by using the address:

pcaclerks@groups.io

If you would like to learn more about this email group, please visit:

<https://groups.io/g/pcaclerks>

NOTE: The PCA Stated Clerk's Office sends reminders and important information through this vehicle. Please be sure to notify the PCA Stated Clerk's Office if you change your email address, and subscribe your new email address to the group.

The **Presbytery Portal** is another resource provided by the Stated Clerk's Office. We hope this provides an easy and time saving way to update records with the Stated Clerk's Office.

To access the Presbytery Portal:

<https://presbyteryportal.pcanet.org/>

If you need your login and/or password for the Presbytery Portal:

Email hharrison@pcanet.org

Forms and Clerks Handbook Available Online

You can download the Clerks Handbook, the Fall Nominations Packet, and many specific forms clerks need in daily tasks from the AC Website! Please visit:

<http://www.pcaac.org/presbyterydownloads/>