How to Complete the Annual Church Profile (ACP)

SBCVirginia
You are not alone.

This guide provides step-by-step instructions on how to complete the Annual Church Profile (ACP). This will show you how to navigate to the ACP website, login, enter church data, and save your progress.

1   Navigate to **https://www.sbcworkspace.com/account/login**

2   Enter your username and password. This information can be found on the ACP letter we send annually.

SBC Workspace

Welcome to SBC Workspace. Please login to continue.

Username   [   ]

Password   [   ]

[Login]   Reset Password

3 Click "Login"

SBC Workspace

Welcome to SBC Workspace. Please login to continue.

Username

Password

Login   Reset Password

4 Click "ACP Statistical Profile"

ir congregation at vbs.lifeway.com/churchreport

Phone

Surveys	
Survey	**Year**
ACP Statistical Profile	2024
Leadership Profile	

5 Enter your church's data (blue arrow). If you need clarification about a statistic, click on the 'i' icon (yellow arrow). For your convenience, last year's data is included to the right of the text box (green arrow).

Phone:
Fax:
Website:
Email:

...ship   Program   Financial   Save   Reports   Cancel

	Current Year Value		Prior Year Valu...
	➡️ [ ]	➡️ ⓘ	➡️
...der	[ ]	ⓘ	
	[ ]	ⓘ	

6 When you're done entering your data, click "Save"

Financial

		Current Year Value
8	Undesignated Receipts	[ ]
9	Cooperative Program Giving	[ ]
10	Annie Armstrong Offering	[ ]
11	Lottie Moon Offering	[ ]
12	Total SBC Mission Expenditures	[ ]

Save   Cancel

7 Click "No" if you need to add more information later.

8 Click "Yes" if you have entered all the information you're going to provide.