

INSTRUCTIONS TO ACCESS “MY PROFILE” ON JW.ORG

Note to Congregation Secretary: Upon request and in consultation with the Congregation Service Committee, provide this form to an exemplary publisher to assist them to create a jw.org account. The account will give the publisher access to “My Profile” and additional features on my.jw.org, such as Builder Assistant and JW Stream.

For Publisher

Step 1: Create a New Account

- a. Go to jw.org
- b. Select “LOG IN.” If you already have an account, log in and skip to step 3
- c. Select “Create New Account”
- d. Follow the self-guided screens and provide the requested information

Note: Use the name that you are commonly known by in the congregation.

Step 2: Confirm Your E-mail Address

- a. Within five minutes of creating your account, you will receive a confirmation e-mail
- b. This e-mail will contain an **E-mail Confirmation Code**
- c. Enter that E-mail Confirmation Code on the “My User Profile” page
- d. Enter the additional personal information requested and select “Submit”

Step 3: Return This Form to the Congregation Secretary

- a. Now that your account is created, an eight-digit **user code** has been created, located next to the copyright at the bottom of the screen
- b. Write your user code here: _____
- c. Return this form to your congregation secretary to continue the process

For Congregation Secretary

Step 4: Create a New Person Record

- a. Go to my.jw.org
- b. Select “Congregation Persons,” then “Records,” then “Add Person”
- c. Follow the screens and provide the requested information to add the publisher as a new person record

Step 5: Add the Publisher’s Account to the Congregation Domain

- a. Wait up to two hours for the entry to be processed
- b. Go to jw.org and log in to your Congregation Domain
- c. Select “Administration,” then “Manage Users,” then “Add User”
- d. Enter the eight-digit user code the publisher provided in Step 3 and select “Find User”
- e. Follow the self-guided screens and provide the requested information

Step 6: Link Publisher’s Account to the Branch Person Record

- a. Go to “Administration,” then “Manage Users,” then “Link User”
- b. Link the publisher’s account to the matching branch person record

Step 7: Return this Form to the Publisher

- a. Wait up to two hours for the entry to be processed
- b. Return this form to the publisher to complete Steps 8 and 9 on page 2. Do not keep a copy of this form

For Publisher

☐ Step 8: Accept Your Invitation

- a. Log in to **jw.org**. Use the jw.org username and password you selected when you created your account
- b. Select “Accept” on the invitation to join your congregation’s domain
- c. Wait up to two hours for the entry to be processed

☐ Step 9: Update “My Profile”

- a. Log in to **my.jw.org**. Use your jw.org username in the format [username]@jwpub.org and password
- b. Select “My Profile”
- c. Follow the self-guided screens to verify and update your “My Profile”

Now that your jw.org account is created and you have access to “My Profile,” you may complete the steps to access the following additional features (if applicable).

Additional Features

☐ Builder Assistant

- a. Log in to **my.jw.org**. Use your jw.org username in the format [username]@jwpub.org and password
- b. Select “Builder Assistant”
- c. Follow the self-guided screens to connect your jw.org account to the Builder Assistant account that was created for you by the Local Design/Construction Department (LDC).
Note: For additional help, see the Builder Assistant Help webpage:
<https://help.ba.jw.org/home/get-started/how-do-i-log-in/connect-accounts/>

☐ JW.ORG Inbox

- A jw.org inbox will be provided to elders, ministerial servants, and those enrolled in some form of special service. The inbox will be created within 24 hours
- a. Log in to **jw.org**. Use the jw.org username and password you selected when you created your account
 - b. Select “Inbox”
 - c. Follow the instructions to connect to your jw.org inbox