



March Tech Tips

Current Version: 25.23.1

Introducing Notebird

You can now access your church membership data from anywhere – on any laptop, tablet or smartphone – using Notebird. Our newest integration partner, Notebird, is a web-based platform that helps churches track and organize pastoral care.

[Learn More about Accessing your Membership Data from anywhere with Notebird](#)

New DOL Rule Regarding Contractors

On January 10, 2024, the U.S. Department of Labor published a final rule, effective March 11, 2024, revising the Department's guidance on how to analyze who is an employee or independent contractor under the Fair Labor Standards Act (FLSA). The misclassification of employees as independent contractors may deny workers minimum wage, overtime pay, and other protections. This final rule will reduce the risk that employees are misclassified as independent contractors while providing a consistent approach for businesses that engage with individuals who are in business for themselves.

[For more information, please see the DOL website](#)

Payroll and Aatrix

To ensure you have the most current tax forms and updates, you should always use the current version of the Church Windows software. The quarterly 941 form for 2024 will appear in your Tax Reports list once Aatrix releases it, which will be in time for the first quarter filing deadline. To find the amounts for your periodic 941 deposit, use the Pay Period Deductions report for that period; there is a line on that report that shows the 941 deposit amount for the period selected.

Cyber Security Tip: If this type of alert pops up, DON'T click on it!

You're working at your computer when suddenly – BAM! – you get a pop-up notification that your PC is infected with a virus and you must "click here" to run a scan or install antivirus software. This is a common scareware tactic hackers use to get you to click and download a virus. You should know Church Windows would NEVER deliver that type of pop-up to you!

Often it will appear to be a system alert or a Microsoft operating system alert. Regardless of how legitimate it looks, NEVER click on the site or the pop-up. The safest thing to do is close your browser; do not click on the X, "Close" or "Cancel" button in the pop-up or on the site because clicking on anything on the page or pop-up will trigger a virus download. If that won't work, bring up your task manager (hold Control + Alt + Delete on a PC and Command + Option + Esc to "Force Quit" on a Mac) and close the web browser or application where the alert

appeared. Next, notify your IT department (us!) that this has happened so we can double-check with a legitimate scan if your computer was infected.

Free Training Webinars

Church Windows provides free, live training webinars every month on many different subjects. Here, attendees can chat directly with a trainer and ask relevant questions. If you are unable to attend the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter. Still, you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help files in Church Windows anytime by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

Emails and Updating Your Information

Stay up-to-date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing info@churchwindows.com and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

Backing Up

Remember to backup your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)

Church Windows Web

If you are having trouble logging into your virtual desktop, please call or submit a ticket with your server.

RDI	Phone: 877-287-9867 Email: support@rdi-it.com Website: https://passwordreset.vospro.net/hom.html?3
Kloud 9	Phone: 216-393-2484 Email: servicedesk@kloud9it.com Website: https://churchwindows.onkloud9it.com
Summit Hosting	Email: support@summithosting.com Website: https://ticket.summithosting.com