



How to SUBMIT Your Profile & Agreement

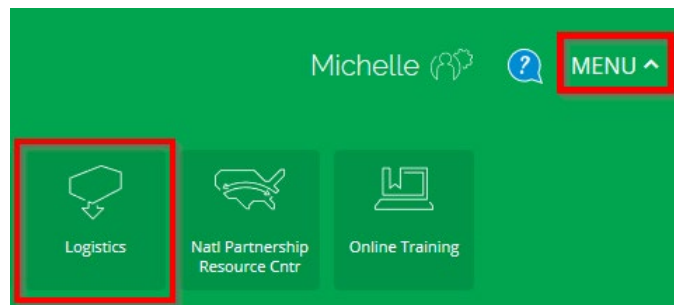
Follow these four steps to submit your location's Profile & Agreement and become an official Drop-off this year!

STEP 1: Log in to MyOCC

To submit your Profile & Agreement, first log in to MyOCC. For assistance with logging in, please submit a [Help Desk ticket here](#).

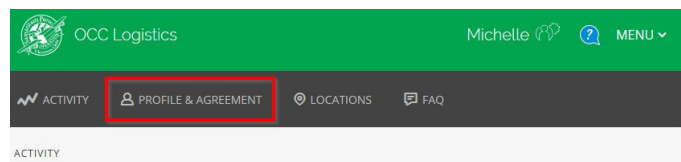
STEP 2: Click on Logistics

From the Menu in the top right corner, select the Logistics tile.



STEP 3: Click on Profile & Agreement

Select Profile & Agreement from the submenu at the top of the page.



STEP 4: Complete Profile & Agreement

Enter your church's information, phone numbers and the hours your location will be open each day during National Collection Week. These can be updated after submission. At the bottom, sign with your first and last name and select "Accept Agreement & Update Profile" to submit.