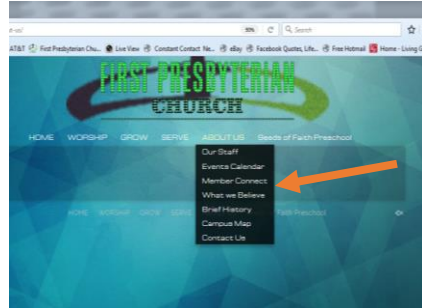


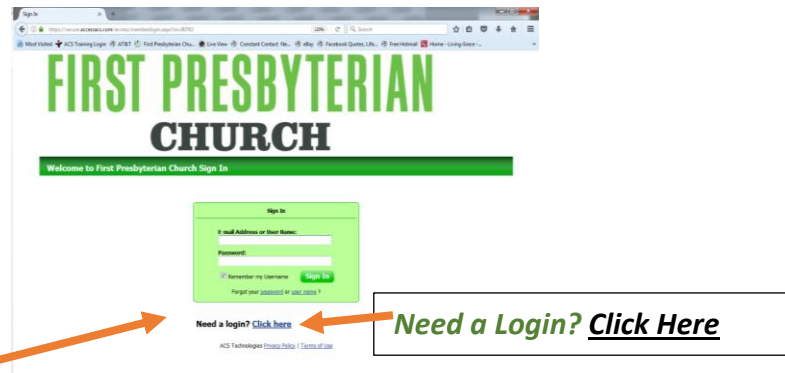
HOW TO CREATE AN ACCOUNT IN MEMBER CONNECT

STEPS

1. Go to FPC Website: www.fpcdouglasville.org
2. Click on the **ABOUT US** item at the top of the banner. (Item #5 across the top)
3. From the drop down list, click **Member Connect**.



4. This brings you to the **Member Connect Sign In** screen.



- a. **Need a login? Click Here** if you have never set up an account.
 - b. At the **Account Sign Up** screen, enter the email address you have on file with the church.
 - c. Enter Your First and Last Names.
 - d. Click **Find Me**.
5. If successful, you will receive a message, "Congratulations! You have successfully set up a member account. Please check your Inbox for information about your account. Click Close.
 6. If you receive a message "We are unable to locate a record matching the information you provided." Click on E-mail Site Administrator(s) or go to your email account and send email to: office@fpcdouglasville.org
 - a. **Please type "MEMBER CONNECT" in the Subject Line box.**
 - b. Enter the email address to be used to set up your account. Karen Standard or Deborah Powell will receive this e-mail and will work with you to create an account.
 - c. **Click Send**
 - d. **Click CLOSE**
 7. If further assistance is needed please call Deborah Powell in the church office at: 770-942-0710. M-TH (7:30-5:00 p.m.); F (7:30-1:00 p.m.)

HOW TO **EDIT** ACCOUNT
INFORMATION AND PREFERENCES
IN MEMBER CONNECT



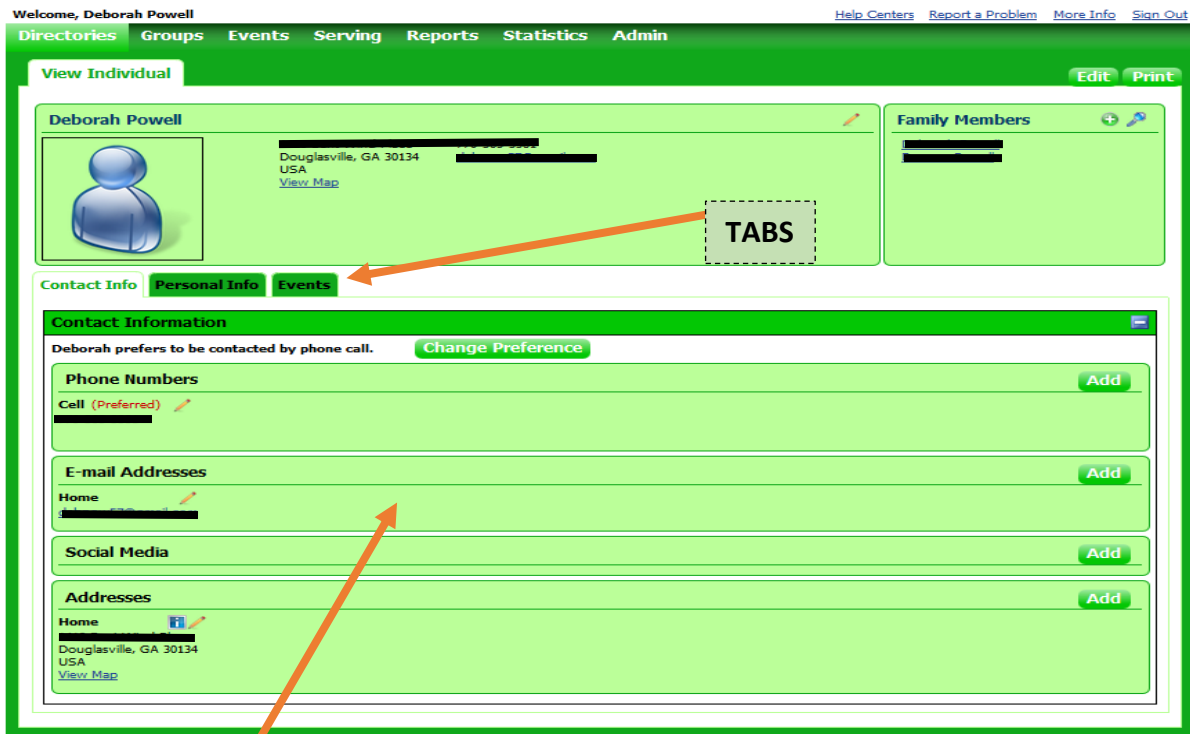
STEP 1: From FPC Website, Click on Member Connect under the About Us Tab

If you have forgotten your password, Click *Forgot Password* and follow screen prompts

STEP 2: Be sure the Directory Tab is active, then Enter your *First* and *Last* names.

STEP 3: Click *Run Search*

FIRST PRESBYTERIAN CHURCH



STEP 4: Click on *any field area* to change/update information; change preferences.
(See figure above)

STEP 5: Review information on each TAB (Contact Info, Personal Information, Events)

STEP 6: Click *SIGN OUT* after all changes have been made.