

**HOW TO  
CREATE AN ACCOUNT  
IN BREEZE**

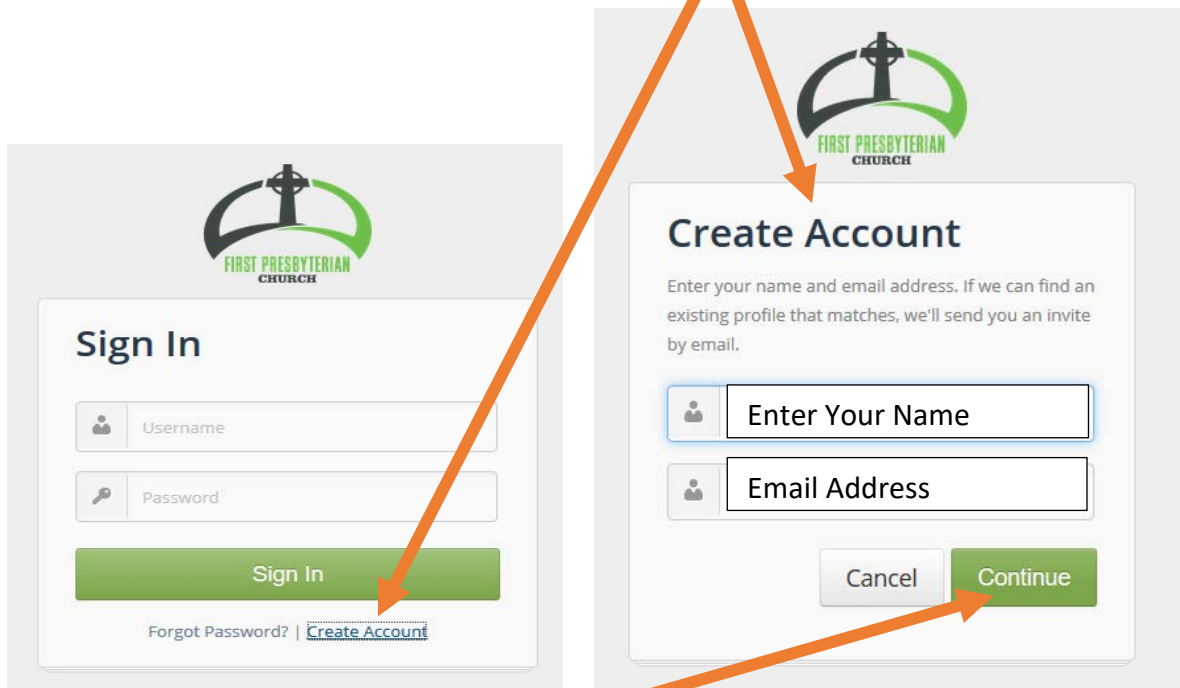
**(FPCD Church Management System)**

**Enter the Link Below to your Browser to launch a “how to” video**

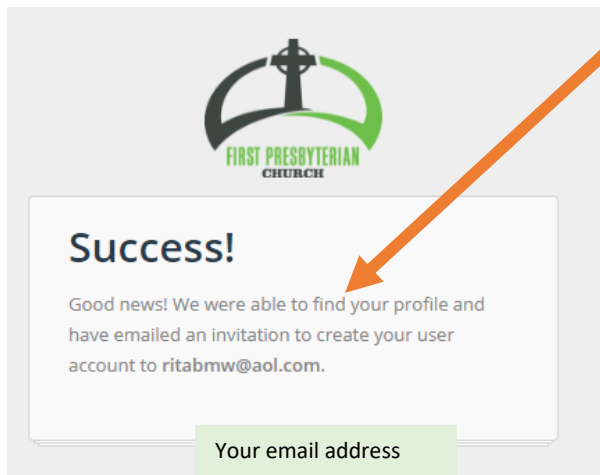
<https://support.breezechms.com/hc/en-us/articles/360007855153-Member-Access-Member-Tutorial>

**STEPS**

1. Go to <https://fpcd.breezechms.com/login> and Click **Create Account**. (You must have an email address in the database of the church to create an account.)



2. Enter name and email, click **Continue**.
  - a. If your profile is found, you will see the **Success! Box**, follow instructions given there. (Step 3 below)

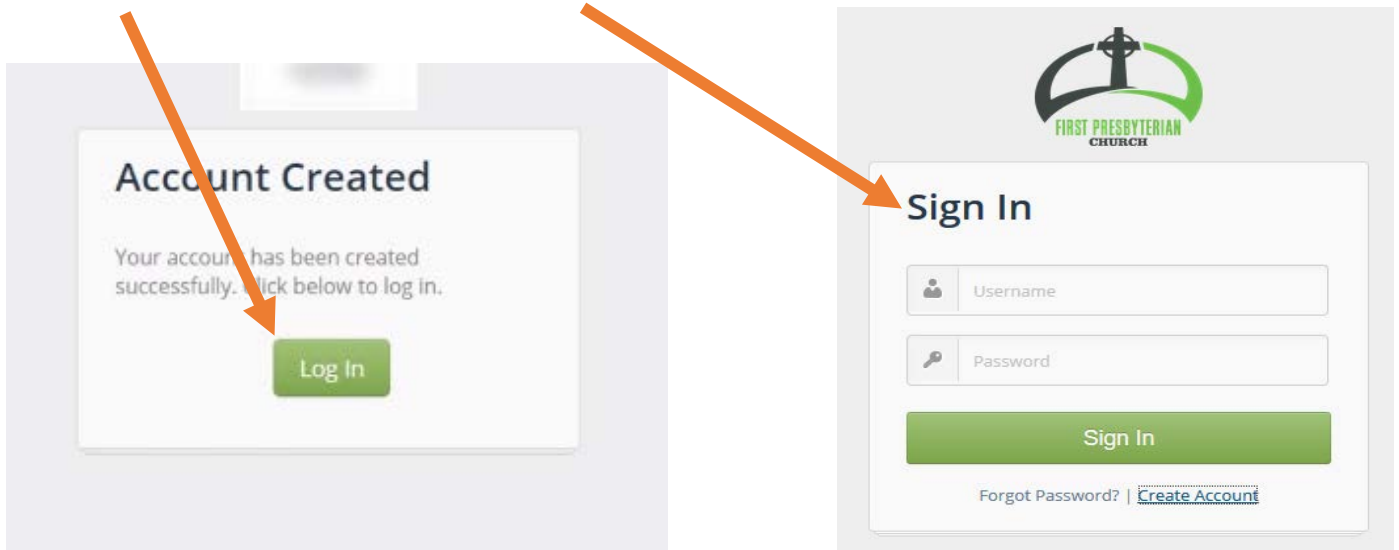


**Go to Step 6, Page 3 if you do not get the Success screen.**

3. Go to your email and click on the invitation link sent from Breeze. It will take you to a Create User Screen.



4. Click Log In...it will take you to the Sign in Screen.



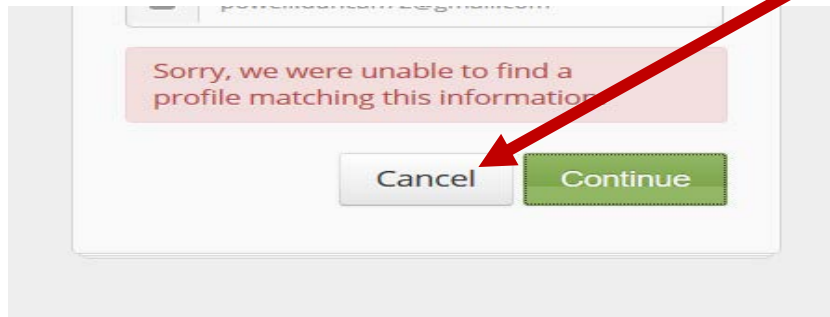
5. Be sure to Save the **Breeze Sign In page** to your Browsers Favorites to easily access Breeze in the future.

Congratulations....Now you may:

- ❖ Update your profile information/picture
- ❖ Set up online giving/track contributions
- ❖ Look up contact information of a member

## Step

6. If you get the “**unable to find message,**” you will need to click **Cancel**.



- a. To update email in church database, send an email to Deborah Powell at: [deborah@fpcdouglasville.org](mailto:deborah@fpcdouglasville.org). **SUBJECT: BREEZE EMAIL ADDRESS**
  - b. Deborah will send a reply once your email has been entered into Breeze.
  - c. Complete **Steps 1-4** above to create account.
7. Once account is created you will be able to:
    - a. Update your profile information
    - b. Upload profile picture
    - c. Set up online giving
    - d. Track contributions
    - e. Search other members' contact information
  8. If you want to manage your account from your cell phone, go to the app store and download the Breeze ChMS app. (Icon is gray blue with a white sail.)



- a. Our church username is “fpcd”
9. Once downloaded, enter the user name and password you created for your Breeze account. Once you are logged in on your phone, it will open each time you click on the Breeze icon.

If you have any questions or problems creating your account, please contact Deborah Powell in the church office. 770-942-0710 or [deborah@fpcdouglasville.org](mailto:deborah@fpcdouglasville.org).