![Mission Emanuel logo]

Access ACS Member Login Guide

1. Using an internet browser, go to *http://bit.ly/AccessACS* *(case sensitive).*

2. The Access ACS login screen will display.

3. Click the link beside ***Need a login?*** (figure 1)

4. Enter your first name, last name, and email address. The suffix field is optional. When you have entered the information, click the ***"Find Me"*** button (figure 2). **Note: Your First Name, Last Name and email address MUST match with our database or you will not be given an account**. If you do not have an email address on file, then please email this information to (*holly@missionemanuel.org*).

5. You will receive an email containing your username and password for logging in to Access ACS. When you have received the email, return to the Access ACS link (*http://bit.ly/AccessACS*).

6. Enter the username and password sent to you by email in the fields provided.

The system will require you to change your password with the first successful login. Enter a password of your choice.

Figure 1

Figure 2

Figure 3

7. After you have logged in, you will see your personal Access ACS home page (figure 3).

8. For trip registration, click on **Available Registrations** (figure 3 *top*). Then choose the event you would like to register for and it will walk you through the process.

9. To donate money, *both one time and recurring gifts*, click **GIVE NOW** (figure 3 *bottom*). You will be able to pay for trips, sponsorship, and much more using a checking/ savings account or debit/credit card.

   a. For scheduled giving, enter the total amount you would like to give during your specified time frame. On the next screen, you will be able to specify the amounts for each fund. ie. $40 for child sponsorship, $50 for general donation, etc.
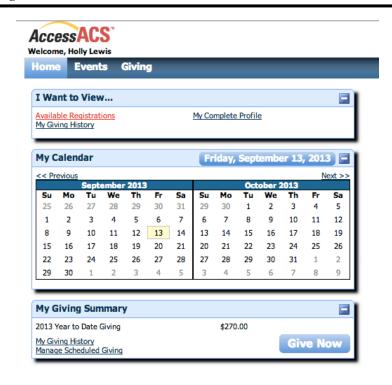

Frequently Asked Questions

How secure is my data?

The confidentiality of your data is our utmost priority. Our software provider is ACS Technologies, the largest developer of church management software in the industry. They have a secured website and data center and they perform frequent security audits to ensure safety and privacy of your data.

What Can I Do in Access ACS?

- View or update your member profile.
- Add family and individual pictures to your member profile.

- Register and pay online for mission trips and child sponsorship.
- Donate online.