Church Member Log-in Instructions

STEP 1

The easiest way to login to the directory is to login from the Membership Directory page on the church website (www.mtzb.org). However, you can also login at the following address:

https://secure.accessacs.com/access/memberlogin.aspx?sn=11252

STEP 2

Click the link on the webpage that says "Need a login? Click here".

STEP 3

Follow the directions on screen by adding your email, first and last name and then click "Find Me". If you do not have success, then it is possible that the email you have on file with the church office is different. Please try to use any alternative emails you may have if you do not know what is on file in the church database. If you still cannot login, then contact Glenda Bline at 770-479-3324 or glenda@mtzb.org to confirm your email information.

STEP 4

ACS will generate a temporary password and will email you the password and link to login and complete your registration. Once you login, you will immediately be given the opportunity to change your password to your preference. Please remember your password as the church office is not able to view your personal password for privacy purposes. You will need your email and password to login on future occasions.

STEP 5

After you login, please check your personal information and edit it as needed. You will not see this information updated immediately. ACS will contact Glenda Bline to approve all edits as a safeguard to preventing accidental changes or deletes.

STEP 6

Explore! Take some time to get familiar with ACS as your new church directory. You can view contact information for church members and see your personal giving record (which can only be viewed by you).

NOW WHAT?

Once you have successfully logged in to the Directory, please take a few moments to explore the site and to update your personal information.

You can click on the tab "Home" and then "My Profile" to view your personal and family information. Click edit to make any needed changes and to locate where you can add an individual and/or family photo.   Just note that once you have finished, you must click "save", but edits will not be shown until Glenda approves within the church office. This may take up to a few days as this initial launch has many individuals editing information.