



This is ICONESE for "Getting Started at Villa Heights with Elexio"

First, you need to understand that Elexio is a Christian company that provides software solutions to churches. Villa Heights has selected Elexio products for our Church Management Software, Electronic Giving, email hosting and financial accounting. Anytime you see Elexio, you are seeing a partner with Villa Heights.

You need to understand that your information is SAFE & SECURE! Nothing is housed on staff computers. Elexio houses all the information in what they call "The Fort." *The Fort meets and exceeds Payment Industry, Government, and PCI level 3 standards. In addition, [they] partner with the industry leading audit review and penetration testing expert firm, Sword and Shield, who tests our environment regularly (internally and from abroad).* That's directly from their policies and procedures.

Next, you need to know that only your mailing address, email address and phone numbers are provided in the church directory. The church directory is ONLY available to church members. Even if regular attenders have been coming to Villa Heights for years, they cannot access the directory. There are privileges to membership and this policy was put in place in the early 2000's. Members can call and text through the directory by searching the member and touching their cell number.

The name of the software that we use is "Community." You can access Community on the web through any common browser or via an APP for Android and iPhone. Your username and password will work for either or both. You do need to point your APP to our church and you do that by using the domain "villaheights" (one word without quotes) the first time you login to the app. The Community app is basically a scaled down version of the browser based database.

ELEXIO COMMUNITY

domain .elexiochms.com

Username

Password

ELEXIO COMMUNITY

villaheights .elexiochms.com

Username

Password

With the Community app, you can donate, access mobile check-in and print to a desired check-in station, look up church members contact info, see the church calendar, if you are a group leader you can take attendance and even mass email your group from within the app! You can update your profile and contact information and even retrieve your Charitable Contribution Statement. No need to take the time to call the church to do any of that! You can do more through Community when you access it from a computer, using the same username and password!

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Now it's time to get you linked to your profile in Community so you can start using the benefits of this technology! Yes, chances are that we already have a profile created for you and your family. If you gave us an email address, use that as your username and select the forgot password function and go from there. DO NOT create a new profile! Staff will have to merge that profile with your existing profile and move the data back and forth and we just don't want to risk messing that up. If you have not provided Villa Heights with your email address or have any issues getting connected to your profile, just [email Willie](mailto:email@VillaHeights.com) or call the church office at (540) 977-7305.

Once you're in, touch "My Profile" on the app and make sure all of your contact info is correct, if changes are needed simply touch edit and correct it!

To use Community on your computer, simply open up your favorite internet browser, go to [VillaHeights.com](http://VillaHeights.com), then navigate to the Members page. Click the green Elexio icon and new tab will open where you can enter the same username and password that you set up on your app.

Elexio's Community truly is a great tool for building community within our church body and we encourage you to use it! And don't worry... you cannot break it! Again... If you have not provided Villa Heights with your email address or have any issues getting connected to your profile, just [email Willie](mailto:email@VillaHeights.com) or call the church office at (540) 977-7305.