

ACS Account Setup Guide

We recommend that you print these instructions prior to following the link on the Faith UMC Spring website.

Faith United Methodist Church Personal Account Setup

When you have clicked on the link from the Faith UMC Spring website, you will be brought to a screen on a secure site that resembles the following image:

United Methodist Church
FAITH
Real People
Loving God.
Growing in Community
and Serving Others

2403 Rayford Road
Spring, TX 77386
281-367-7776

Welcome to Faith United Methodist Church Sign In

Sign In

E-mail Address or User Name:

Password:

Remember me **Sign In**

Forgot your [password](#) or [user name](#)?

Need a login? [Click here](#)

ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)

The first time you come to this site, you need to click on "Click Here" so you can start the process of getting your own login.

Clicking on "Click here" will open the next page for you. Follow the instructions in the box which says "Account Sign Up."

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Welcome to Faith United Methodist Church Sign In

Account Sign Up

Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.

E-mail Address

First Name Last Name Suffix

Find Me

Already have a login? [Click here](#)

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Enter your email address

Then enter your first and last name

Then click on the "Find Me" button

Note: The email address that the system is looking for is the email address you gave to us when we entered you into the system. It is also the one through which you may have received a test email from the church. If you don't remember what that email address is, email Beth Ann Catron at bethann@faithumcspring.org. She will send you the email address that we have in the system for you.

In the example below, our congregational member is Stephen Bodman. Even though “Stephen” goes by “Steve,” he had to enter his first name that was originally given to the church.

Once you have entered your email address and name, click the “Find Me” button.

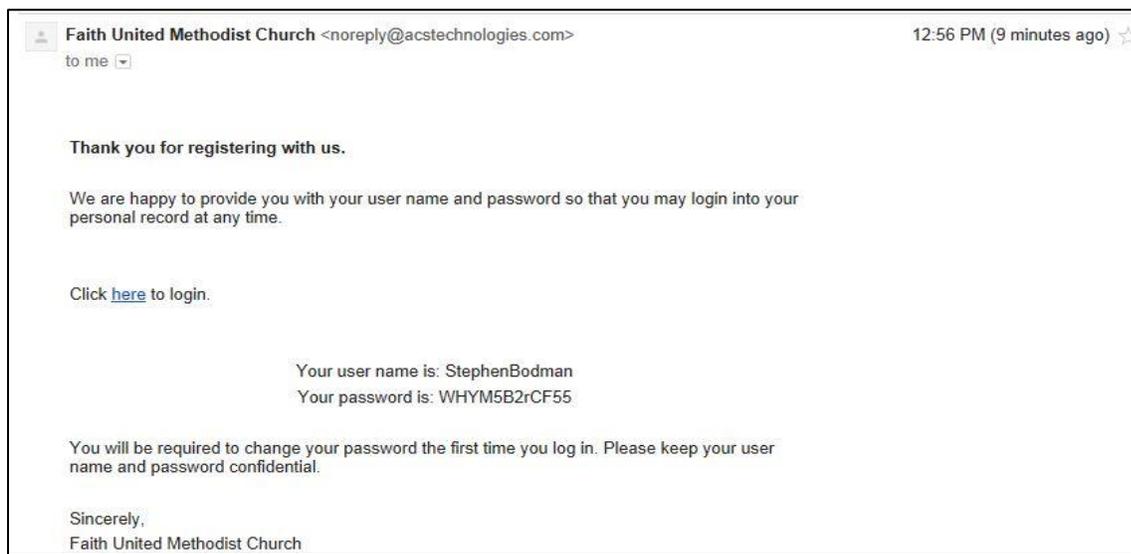
The screenshot shows the Faith United Methodist Church website. At the top left is the logo with the text "United Methodist Church" and "FAITH". Below the logo is the tagline "Real People, Loving God, Growing in Community and Serving Others". To the right of the logo is the address: "2403 Rayford Road, Spring, TX 77386, 281-367-7776". Below the header is a brown banner that says "Welcome to Faith United Methodist Church Sign In". In the center is a yellow box titled "Account Sign Up". Inside the box, it says: "Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly." Below this text are three input fields: "E-mail Address" with the value "bodmansa@gmail.com", "First Name" with the value "Stephen", "Last Name" with the value "Bodman", and "Suffix" with a dropdown arrow. At the bottom right of the box is a "Find Me" button. Below the box is a link: "Already have a login? [Click here](#)". At the very bottom of the page are links for "ACS Technologies Privacy Policy", "Terms of Use", and "Compatible Browsers".

Once you click the “Find Me” button, the system will do a look up function. If it doesn't find you, it will tell you to contact the church office and someone will help you get registered.

If the system does find you, it will register you and the screen will look like the one below. The system has now created your account. The yellow box tells you that you will receive an email which will instruct you on what to do next.

This screenshot is identical to the previous one, but with a yellow success message box overlaid on top of the "Account Sign Up" form. The message box says: "Congratulations! You have successfully set up a member account. Please check your e-mail for your username and password at bodmansa@gmail.com." Below the message is a "Close" button. The "Account Sign Up" form and the "Find Me" button are still visible underneath.

An example of this confirming email is:



This email may take from 3 to 5 minutes to get to you, so be patient.

Once you receive this email, choose a new password. We recommend something that is at least 8 characters long, with a combination of UPPER case letters, lower case letters, and some numbers or special characters. The one provided to Steve in the sample email was just a temporary password. Once you've thought of your new password, write it down. Then click in the blue "[here](#)" in the body of your confirming email. Once you use your temporary password to log in, it will ask you to create a new password, so be prepared to do so.

Once you are logged in using your temporary password, the screen will notify you that you need to create a new password.

The screenshot shows the church's sign-in page. It features the church's logo and contact information at the top. The main content area is titled "Welcome to Faith United Methodist Church Sign In" and contains a "Sign In" form. The form has fields for "E-mail Address or User Name" (filled with "stephenbodman"), "New Password", and "Confirm New Password". There are also checkboxes for "Remember me" and a "Sign In" button. A red arrow points to the "Sign In" button with the text "Then click on the 'Sign In' button". Another red arrow points to the "New Password" field with the text "Enter your new password here". A third red arrow points to the "Confirm New Password" field with the text "Re-enter your new password here". A fourth red arrow points to the "Remember me" checkbox with the text "Notice that you have to change from your temporary password to a new password (the one you created)". A message at the bottom of the form states: "You must change your password before proceeding. Please enter and confirm your new password." At the bottom of the page, there are links for "ACS Technologies Privacy Policy", "Terms of Use", and "Compatible Browsers".

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281-367-7776

Welcome to Faith United Methodist Church Sign In

Sign In

E-mail Address or User Name:
stephenbodman

New Password
Strength [Password Tips](#)

Confirm New Password

Remember me **Sign In**

You must change your password before proceeding. Please enter and confirm your new password.

ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)

As you enter your new password, the “Strength” bar will indicate if your new password is relatively strong or weak. Once you’ve entered then re-entered your new password, click the “Sign In” button.

You will be taken to your own personal screen as shown below.

The screenshot shows the FAITH website interface. At the top left is the FAITH logo with the tagline "Real People. Loving God. Growing in Community and Serving Others." To the right of the logo is the address: "2403 Rayford Road, Spring, TX 77386, 281-367-7776". Below the logo is a navigation bar with "Home", "Directories", "Groups", and "Events". A "Welcome, Stephen Bodman" message is displayed, along with links for "Report a Problem", "More Info", and "Sign Out". A "I Want to View..." section contains links for "My Complete Profile" and "My Giving History". A "My Calendar" section shows a calendar for April and May 2013, with Friday, April 12, 2013, highlighted.

You will receive an email from the system confirming that your password has been changed, and instructions to follow if you were not the one who made the password change.

What can you do from here? We recommend that you click “My Complete Profile” in the “I Want to View” box. This will let you view and make changes to any information in your profile.

You can use this page to review add or change any of the information in the system by clicking on the name for which you are making changes and enter the new information. In Steve’s case, he added his wife’s cell phone number and email by clicking on her name and updating the information.

The screenshot shows the "My Profile" page for Stephen Bodman. The page is divided into several sections. At the top, there is a "My Profile" tab and a "My Giving History" tab. The "My Profile" section includes a profile picture of Stephen Bodman, his contact information (PO Box 404, Montgomery, TX 77356, USA, View Map), and his phone number (936-697-0607, bodmansa@gmail.com). There is also a "Family Members" section listing Stephen Bodman, Nancy Bodman, and Zachary (Zach) Bodman. Below this, there is a "Contact Information" section with a "Change Preference" button. The "Contact Information" section includes "Phone Numbers" (Cell (Preferred) 936-697-0607), "E-mail Addresses" (Home (Preferred) bodmansa@gmail.com), and "Addresses" (Home, PO Box 404, Montgomery, TX 77356, USA, View Map).

Once you have made your changes, the system will notify the system administrator that you have updated information and he will make sure the new information submitted before 3 p.m. (M-F) is loaded into the database by the end of the day and first thing Monday morning if you make changes over the weekend.

Next, if there is any personal information you do not want others to see when they click the “Directories” tab, click the “Home” tab and select “My Account”. Then, select the “Personal Preferences” tab. Uncheck any information you do not want others to see. In the screenshot below, you will see that Steve doesn’t want anyone to view his family’s home address, so he clicked on the appropriate boxes which removed the check mark for that piece of information.

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Welcome, Stephen Bodman [Report a Problem](#) [More Info](#) [Sign Out](#)

Home **Directories** Groups Events

Account Settings **Personal Preferences**

Family Privacy Preferences

Include my family in the Family Directory

Allow other members to view our address

Allow other members to view our phone number

Allow other members to view our photo

Individual Privacy Preferences

Allow other members to view my address in group directories.

Allow other members to view my e-mail address in group directories.

Allow other members to view my phone number in group directories.

Allow other members to view my photo in group directories.

Viewing Preferences

Do not display photos when viewing individual or family information

Save

When you are finished making your choices, click the “Save” button in the lower right hand part of the screen.

To view our church directory, click the “Directories” tab.

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Welcome, Stephen Bodman [Report a Problem](#) [More Info](#) [Sign Out](#)

Home **Directories** Groups Events

I want to:

Print an Individual Directory

Print a Family Directory

View Directory

Select the type of directory that you want to see, then click the “View Directory” button. This will give you a preview of the directory. In most cases, there will be no need to actually print the directory as the information may become outdated.

How to View Giving History

Go back to the “Home” tab and click “My Giving History.” You will be able to view the giving history for this year from January 1 through the last posting of information for the current year. You can also view all of 2015 giving and print an official giving statement for 2015. You do this by selecting 2015 as the year and clicking on the “PDF Tax Statement” button. You can use this document to support your charitable giving when you prepare your 2015 income tax return.

Questions?

Please contact Beth Ann Catron at bethann@faithumcspring.org with any questions regarding your Faith UMC account.