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:

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

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.

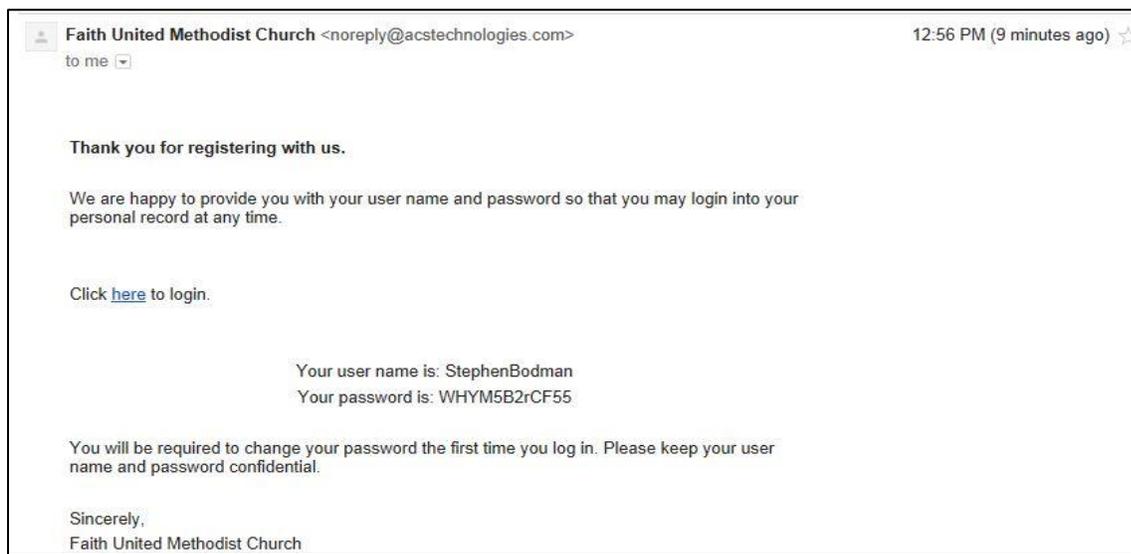Once you have entered your email address and name, click the "Find Me" button.

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.

An example of this confirming email is:

> **Faith United Methodist Church** <noreply@acstechnologies.com>   12:56 PM (9 minutes ago)
> to me ▾
>
> **Thank you for registering with us.**
>
> We are happy to provide you with your user name and password so that you may login into your personal record at any time.
>
> Click here to login.
>
> Your user name is: StephenBodman
> Your password is: WHYM5B2rCF55
>
> You will be required to change your password the first time you log in. Please keep your user name and password confidential.
>
> Sincerely,
> Faith United Methodist Church

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.

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.

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.

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.

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.

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 you 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.