

## First Time Sign In to AccessACS

The first time you try to log in to AccessACS, you will have to set up your username (email address) and password. Clicking on the link to AccessACS will take you to a page that has the following dialogue box:



**Sign In**

E-mail Address or User Name

Password:

Remember me

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

Need a login? [Click here](#)

Below the box, you see the "Need a login?[Click here](#)" Click where it says "Click here" and you will get a page with the following dialogue box on it.



**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

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

Fill in the email address that you have on record at the church that is in the ACS membership database and your name. The system will check to make sure that you are in the ACS data base and send your log in information to the email address listed. You can then return the AccessACS login page using the link in several locations [**My FUMC** page at the bottom, the **Giving** page next to the Online Giving paragraph, or on the **Login** drop down box that appears on most pages at the upper left]. Once again, when you click on the link, you will get the box in the first figure above. This time you will fill in the email address and password that you have been given and click on **Sign In**. You will then get to your AccessACS homepage.

Once you get to your AccessACS pages, you can change your password if you wish. The password you select must be between 6 and 15 characters long. It cannot contain a

sequence of consecutive (123456) or repeated (111111) characters. It must include two of the following conditions: at least 2 letters and 2 numbers, a symbol, or a total of at least 8 characters.

[AccessACS login](#)