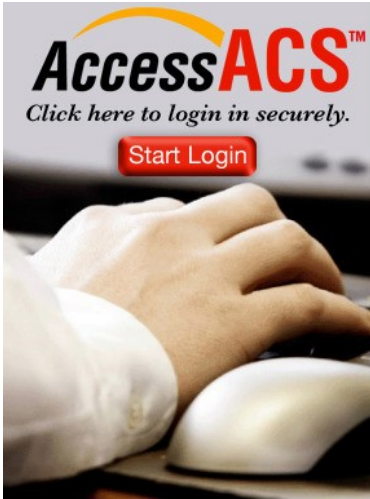


# Getting Started with Access ACS and the Church Life App

## Access Member Information thru Access ACS:



1. Go to the church website ([www.holycomforterchurch.org](http://www.holycomforterchurch.org))
2. Go to the “Connections” page
3. Under “Access Your Member Info Here”, click on ‘here’ to set up your log-in information.
  - a. Below the Sign-in box, select “Need a Log-in? Click here”
  - b. Follow remaining prompts
4. Once you have set up your log-in information, you are now able to sign into your account (from our website) and view your contact information and financial information.

## Access Church Directory thru Church Life App:

1. Download the ACS Church Life app.
2. Log into the app using the log-in information you created above.
3. The Church Life App will give you access to the church’s online directory - this includes contact information only. (No financial information is shared.)
4. If you do not want to be included in the online directory, you can change your preferences in Access ACS.
  - a. Log-in to your Access ACS account
  - b. Under the “Home” menu, select “My Account”
  - c. Select “Personal Preferences”, make changes and save

