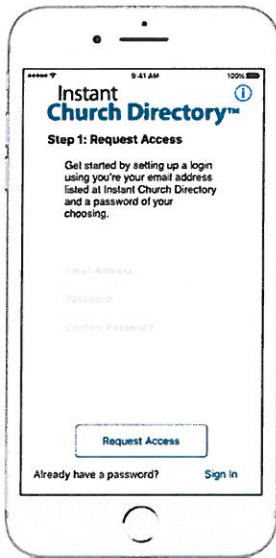




Instant Church Directory™ Online

Mobile App Login Instructions for iPhone®, iPad® and any iOS Device



iOS App (Version 1.2 or newer)

1. Download the App from the App Store. Search for "Instant Church Directory" and look for this icon:



2. Open the app and enter the email address as it is listed in the family portion of the directory.
3. Create a password. The password must be 8 characters long, and contain at least two of the following special characters: capital letters, numbers or symbols.
4. Retype the password to confirm it.
5. Check your inbox for an email from service@instantchurchdirectory.com.
6. To complete the sign-up process, you will need to verify your email address by clicking on the link sent to you in that email.
7. Once you confirm your email, you may open the app and sign into your church's directory. The directory will upload to your device.



iOS App (version 1.1.3 or older)

1. Download the App from the App Store. Search for "Instant Church Directory" and look for this icon:



2. Open the app and enter the email address as it is listed in the family portion of the directory.
3. Check your inbox for an email from service@instantchurchdirectory.com. We will send you a password to log into the App.
4. Go back to the App. Enter the password and the directory will upload to your device.
This password is case sensitive and anything that looks like a 0 should be entered as a zero.

Need help signing in? Please see your directory Administrator.



Mobile App Login Instructions for Android™ & Kindle® Devices

NEW MEMBER - Android & Kindle Devices (Version 2.0 or Newer)

The instructions below are for members who have downloaded the App and are creating a login for the very first time. If you have previously logged into your church's directory and upgraded your app, please follow the ALREADY HAVE A PASSWORD instructions below.



1. Download the App from the Google Play (android devices) or Amazon's Appstore (Kindle devices). Search for "Instant Church Directory" and look for this icon:



2. Open the app and click on "Create Login".
3. Enter the email address as it is listed in the family portion of the directory.
4. Create a secure password. The password must be 8 characters long and contain at least two of the following special characters: capital letters, numbers or symbols. Retype your password to confirm.
5. Check your inbox for an email from service@instantchurchdirectory.com.
6. To complete the login process, you will need to verify your email address by clicking on the link sent to you in that email.
7. Once you confirm your email, close the browser window – do not log in on the

browser. Open the app and click on "Sign In" to sign into your church's directory.

UPGRADED to Version 2.0 or Newer - or - ALREADY HAVE A PASSWORD

1. Open the app and click on "Sign In".
 2. Enter the email address as it is listed in the family portion of the directory.
 3. Enter your password and click the sign in button.
- If you do not remember your password or the password we supplied you in the past, please select "**Forgot Password**" and follow the instructions to reset your password.



Android & Kindle App (version 1.6 or Older)

1. Download the App from the Google Play (android devices) or Amazon's Appstore (Kindle devices). Search for "Instant Church Directory" and look for this icon:



2. Enter the email address as it is listed in the family portion of the directory.
3. Check your inbox for an email from service@instantchurchdirectory.com. We will send you a password to log into the App.
4. Go back to the App. Enter the password from the email and the directory will upload to your phone.

THINGS TO CHECK: Anything that looks like a 0 should be entered as a zero and check that anything that is a capital letter is being entered as a capital letter.

Need help signing in? Please see your directory Administrator.

Instant Church Directory™ Online

Login Instructions for the Online Member Directory



Online Member Directory (only available if your church has this feature enabled)

1. Go to [members.InstantChurchDirectory.com](https://members.instantchurchdirectory.com)
2. Click on the link: First time signing in? [Create a login now.](#)
3. Enter the email address as it is listed in the family portion of the directory.
4. Create a password. The password must be 8 characters long, and contain at least two of the following special characters: capital letters, numbers or symbols.
5. Retype the password to confirm it and click "Request Login."
6. Check your inbox for an email from service@instantchurchdirectory.com.
7. To complete the sign-up process, you will need to verify your email address by clicking on the link sent to you in that email.
8. Once you confirm your email, you may sign at [members.InstantChurchDirectory.com](https://members.instantchurchdirectory.com).

Your email with the password you created will work on all the Instant Church Directory apps on any device.

Need help signing in? Please see your directory Administrator.