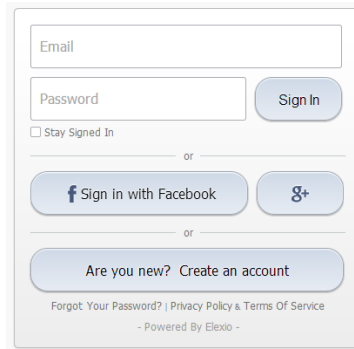


HELP!

Instructions for Creating a New Online Account

1.) Click to Create an Account:

Click the links provided on the church website: www.huronfumc.org and the following box will appear.



The screenshot shows a login and account creation interface. It features an 'Email' input field at the top, followed by a 'Password' input field and a 'Sign In' button. Below the password field is a checkbox labeled 'Stay Signed In'. A horizontal line with the word 'or' in the center separates this from the social login options. There are two buttons: 'Sign in with Facebook' (with the Facebook 'f' logo) and a button with the Google Plus 'g+' logo. Another horizontal line with 'or' in the center follows. At the bottom is a large button that says 'Are you new? Create an account'. At the very bottom, there is small text: 'Forgot Your Password? | Privacy Policy & Terms Of Service' and '- Powered By Elexio -'.

2.) Enter Your Email address.

- a. Be sure to use the email you prefer to use to communicate with Huron First.
- b. **It is important that each person using the online account has their own email address.** Family members cannot share the same email because it is the email that connects you to YOUR information in the database. Once your account is created, you will receive an email with your temporary password.

3.) Enter a Personal Password

- a. Once your account is created, you will receive an email with your temporary password. Login to your account and change to a personal password that you will remember by navigating to the "Password Information" section located at the bottom of the "My Info" tab of your account profile.

- b. You can also create a new account using your Facebook Account.

Common Questions about the Online Account:

Why do I need an online account?

Using an Online Account gives you access to many features that help you connect and give to your church. It provides **a secure connection** to your profile to keep your information up-to-date. Your Online Account allows you to have one username and password to access the Church Directory, Online Giving, Event Registration, the Huron FUMC mobile app, and so much more.

How do I change my password? When you first log in to your account with your temporary password, under the My Info tab, you can scroll to the bottom and enter a new password. It is recommended that you do not share your password with anyone, as your username and password are connected to your Online Giving and may contain sensitive information.

What if I forget my password?

From the login screen you can click on 'Forgot your Password' and a new temporary password will be emailed to you. It is recommended that you change your password to something you will remember.

What if I forget the email that I used? Contact the office.

What if my e-mail address changes? Please login to your account and update your email address.

Who do I contact if I have questions or technical difficulties?

You can contact the church office with any questions regarding your online account. 605.352.8604 or info@huronfumc.org