

Online Directory instructions:

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Setting up your account

1. Go to <https://secure.accessacs.com/access/memberlogin.aspx?sn=108744>
(You can copy and paste it into your browser if clicking on it doesn't work)
2. Find "Need a login? Click here" and click on the link



Welcome to Balmoral Presbyterian Church Sign In

Sign In

E-mail Address or User Name

Password:

Remember me

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

Need a login? [Click here](#)

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3. Enter your first and last name and your email address and click "Find Me"



Welcome to Balmoral Presbyterian Church Sign In

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](#)

If the system can find you, you will receive this message:

Congratulations! You have successfully set up a member account. Please check your e-mail for your username and password

4. Click "close"

Logging in the first time

1. Check your email for a message with this subject line:

Account Information Request from Balmoral Presbyterian Church

Be sure to check your "Junk Mail" folder if you don't see it right away.

Because this is a randomly generated email, some systems filter it out thinking it is spam.

This should be the text of the e-mail:

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:

Your password is:

You will be required to change your password the first time you log in. Please keep your user name and password confidential.

Sincerely,

Balmoral Presbyterian Church

Your first password will be randomly generated and you will only use it once.

2. Follow the "click here" link to go back to the login page.
3. This time, enter the user name and crazy password from the email and click ,"sign in"



Welcome to Balmoral Presbyterian Church Sign In

Sign In

E-mail Address or User Name

Password:

Remember me

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

Changing your password

The next screen will ask for your new password. Type it in twice and then click sign in again. This is the password you will use whenever you login to the directory

AccessACS
Welcome to Balmoral Presbyterian Church Sign In

Sign In

E-mail Address or User Name
New Password
Strength Password Tips
Confirm New Password
 Remember me

You must change your password before proceeding. Please enter and confirm your new password.

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You should see the Welcome Screen.

Exploring the online features

From the Welcome Screen you can:

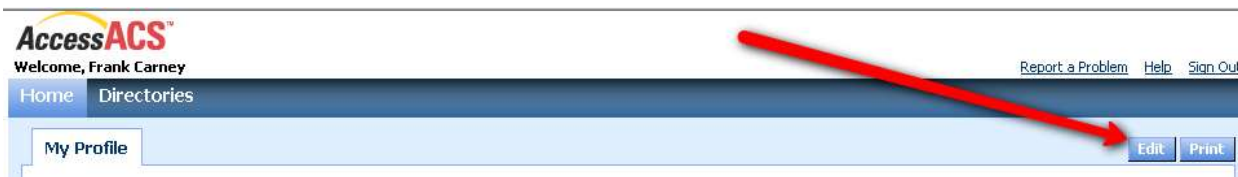
1. Review and edit your information
2. Search for a member's phone number and address
3. View or print the entire membership directory.

Reviewing and editing your information

On the welcome screen under “I Want to View” click “My Complete Profile”



The next screen should have your information. To change anything, click the “edit” button in the upper right corner:



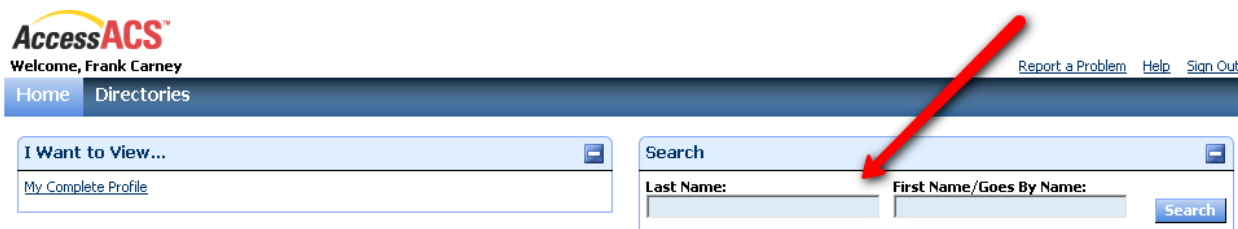
After making the changes, click “submit”



Please be aware that none of your changes will be made in the church records until they have been confirmed by the data base manager in the office.

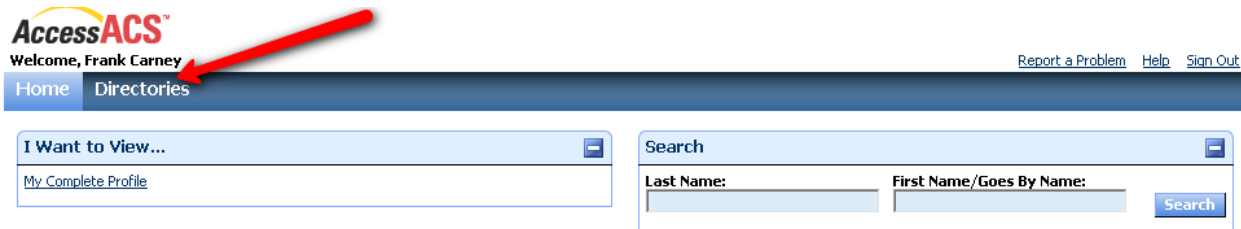
Searching for a phone number or address

To locate a member’s contact information, use the search function:

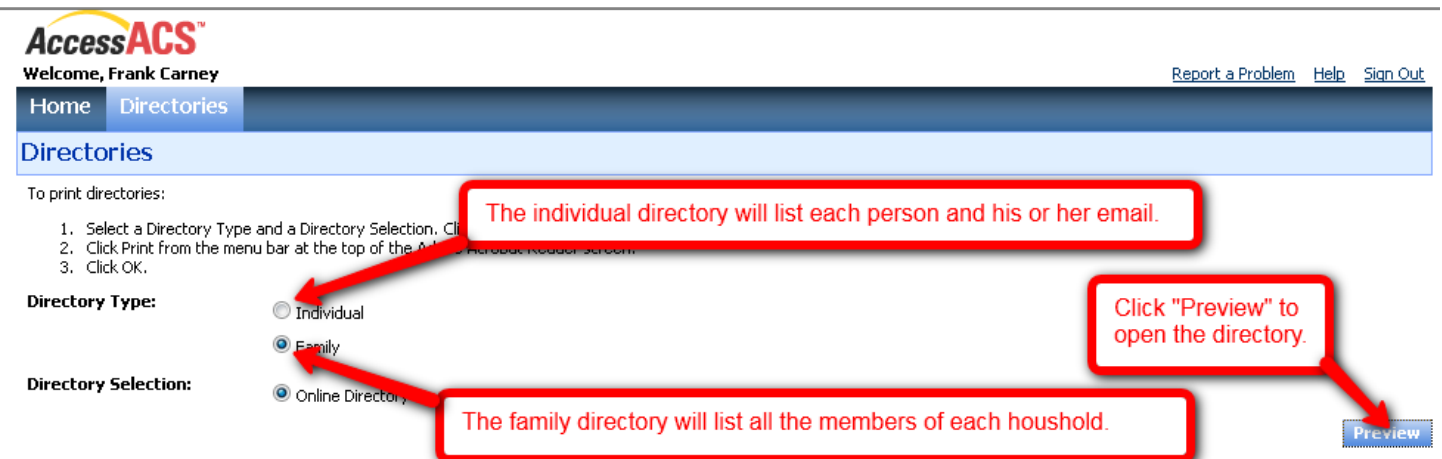


Viewing or printing the entire membership directory

To get to the membership directory, click on “directories” at the top of the Welcome Screen:



Make your selections and click “Preview.”



A .pdf version of the directory should open. (Sometimes it will open in a new window, so check to see if your Adobe Acrobat Reader has opened).

To print the directory, use the “print” button at the top of the page.



You can also use the “save” function to save the directory to your computer.

