

FPCE Member Login & Church Life App FAQs

WHAT'S THE DIFFERENCE BETWEEN ACCESS ACS AND THE CHURCH LIFE APP?

Access ACS is a secure website that First Pres Evanston uses to give our members and regular attenders access to their contact information and giving records. Its key features are:

People:

- Look up phone numbers, addresses, and emails for FPCE members
- Quickly update your contact information and preferences.

Events:

- See what programs and events are happening at FPCE.
- Register and pay for events.

Giving:

- Give quickly and securely online, and set-up and manage automatic/recurring giving.
- Access your giving records and print tax statements.

The Church Life App brings the same basic features as Access ACS to your Smartphone. The app is compatible with Apple, Android and Windows Smartphones. Its key features are:

People:

- Look up phone numbers, addresses, and emails for FPCE members.
- Easily add contact information to your phone's contact list.
- Send a text or call a FPCE member from within the Church Life app.
- Pull up directions and a map to FPCE member/regular attenders' homes.

Calendar:

- See what programs and events are happening at FPCE.

Giving:

- Give quickly and securely through the app.

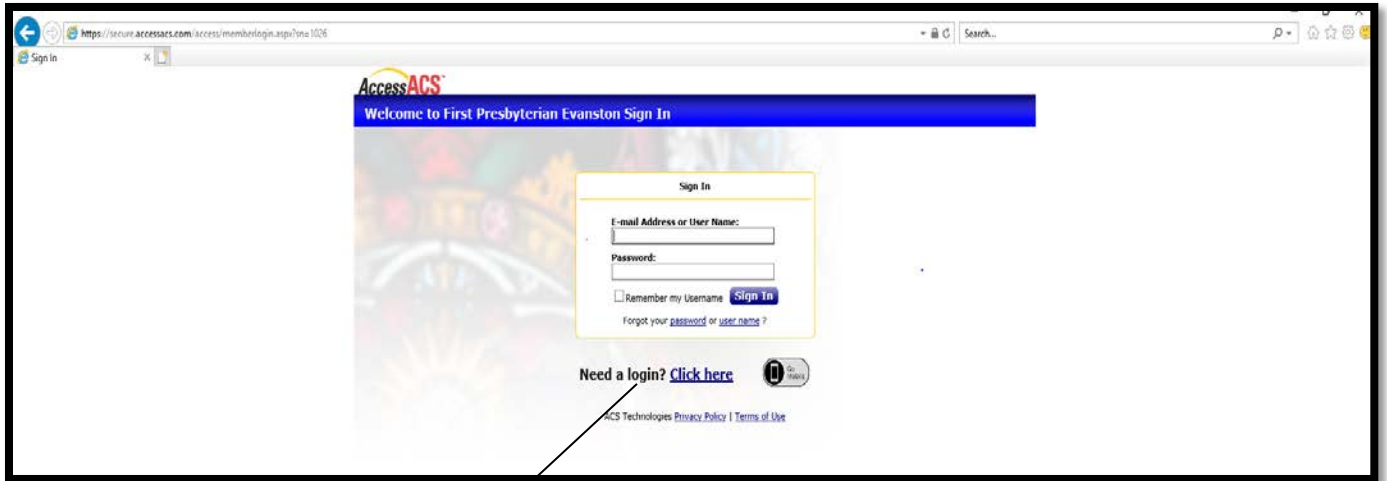
HOW DO I CREATE A MEMBER LOGIN?

First you need to create a log in for Access ACS.

1. Identify the email address and name that First Pres has on file for you. If you are unsure what information the church has on file, please contact the church office at 847-864-1472 during business hours and we'll assist you.
2. In your computer web browser (Internet Explorer, Chrome, Firefox, etc.) go to www.firstpresevanston.org and locate the **Member Login** link at the top right of the home page. (If you cannot find the link, enter the following address in your browser:_)

<https://secure.accessacs.com/access/memberlogin.aspx?sn=1026>

3. You should see the following screen:



4. Locate the **Need a login? Click here** link in the middle of the screen and click on it.



5. This will take you to the next screen:

AccessACS
Welcome to First Presbyterian Evanston 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

Find Me

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

ACS Technologies [Privacy Policy](#) | [Terms of Use](#)

6. In the E-mail address box, enter your email from step 1 above. Put the whole address (for example: myradiemer@yahoo.com).

7. In the First Name, Last Name, and Suffix boxes, enter your name exactly as you noted it from step 1 above. Click the [Find Me] button.

8. If the system does not recognize your email address and name a popup box will display the following message:

We are unable to locate a record matching the information you provided. Please verify that the information you entered is correct and re-submit. If you cannot register, contact us at 847-864-1472 or Email jdobschuetz@firstpresevanston.org

Click close, check your information (spelling, other forms of your name, etc.) and try again. If you cannot find the correct combination of e-mail and names, click on the link to send an e-mail or call Janice Dobschuetz at the 847-864-1472.

9. If the system recognizes your email address and name a popup box will display the following message:

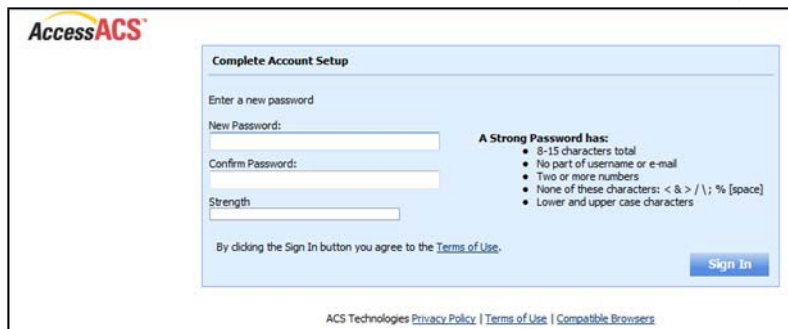
Congratulations! You have successfully set up a member account. Please check your e-mail inbox at (your email address) for information about your account.

10. You will receive an email with the subject **New Account Verification for First Presbyterian Church of Evanston** that says:

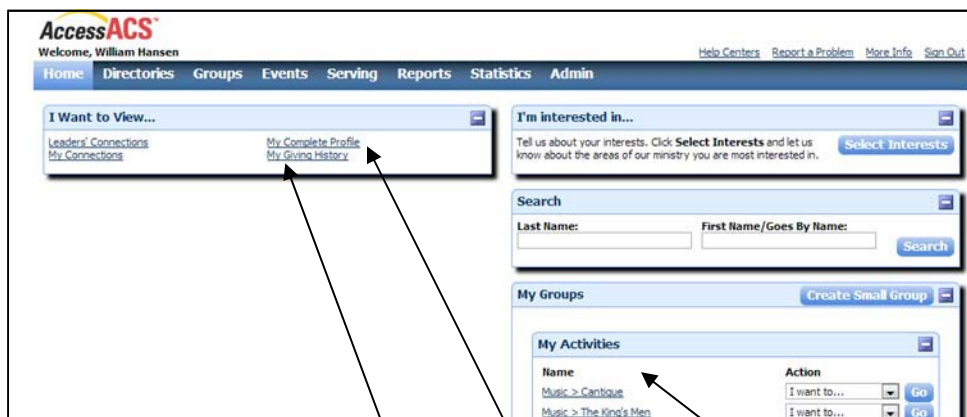
Thank you for registering with First Presbyterian Church of Evanston! Your user name is (your username)

Please verify your account and set your password by clicking this link: (link)

11. When you click the link you will see the following screen:



12. Create a new password using the rules on the screen and click the [SIGN IN] button. You will see a screen that looks something like this. (The details may vary from member to member)



13. From this screen you can:

- View your contact information by clicking the **My Complete Profile** link. You can send updates to your telephone numbers, e-mail or mailing addresses at any time.
- To change the picture on your record, click the “view photo” button at the top of the “edit” screen. Click the “browse” button and search the files on your computer for the picture you want, double click on the file then click save. Your picture (after approval) is updated on the database!
- To make a directory of all Members go to Directories. Choose the type of directory you would like and click “preview”.
- View your giving history by clicking the **My Giving History** link.
- See the other people in groups in which you participate by clicking the links under **My Activities**.

IS ACCESS ACS SECURE?

Yes. The confidentiality of your data is our main priority. Access ACS is a secure site that is supported by ACS Technologies. They are the largest developer of church management software in the industry. To ensure your data is 100% secure and protected, they utilize the most up-to-date security technology available.

CAN I BOOKMARK THE ACCESS ACS SITE SO I DON'T HAVE TO GO THROUGH THE CHURCH WEBSITE?

Yes. Click [here](#) for the Access ACS Login Screen. Please feel free to save the Access ACS page to your favorites list in your web browser for easy access.

WHO CAN SEE MY CONTACT INFORMATION ON THE ACCESS ACS SITE & THE CHURCH LIFE APP?

Only registered users have access to contact information via their password. No one else on the internet can see your information. Users MUST be in our member/regular attender database before they are given a password.

WHO WILL HAVE ACCESS TO MY GIVING RECORD?

You and the Business Manager will be the only people that have access to information about your giving record. Neither church officers, nor the pastoral staff has access to this information.

WANT TO KNOW MORE?

For questions, comments, and concerns about Access ACS, please contact the church office at jdobschuetz@firstpresevanston.org or 847.864.1472.

WHAT IF I FORGET MY PASSWORD?

Click the "Login/Register" button at the top of the firstpresevanston.org homepage (or click [here](#)).

Click the link "Forgot your password or user name?" Follow the instructions to ` your password or retrieve your user name.

CAN I RESET MY PASSWORD?

Yes. Click the "Login/Register" button at the top of the firstpresevanston.org homepage (or click [here](#)). Sign in with your current user name and password.

Go to the "Home" tab and select "My Account." Click the "Change" link to the right of your password information. Enter your new password, following the guidelines listed. Confirm the password and click "Save". Your new password will take effect immediately.