

# Getting Started with myTLClick!

## To Register for your myTLClick ID:

- Click on the Create an Account button.
- On the myTLClick login page, click “get your username and password” under “Not Registered?”
- Enter your first and last names and your current primary email address.
- You will receive a login ID and password via e-mail. The first time you login, you will have the opportunity to change your password to whatever you would like it to be.
- If the system is unable to locate a record matching the information you provided, email [info@tlc-lilburn.org](mailto:info@tlc-lilburn.org) with your first and last names and current primary email address. An account will be created for you and the login ID and password will be emailed to you within 72 hours.

## What Can I do when I login?

- Update your information

You can manager your personal information, such as your address and phone number. When you are changing your information, the changes are not directly applied to the records, but you are submitting a request to change information. After the request is approved by a Trinity administrator the information will be updated on the website.

To view or update your information, click the “My Complete Profile” tab in the “I Want To View” section. Click the pencil icon next to the area you need to change, put in new information, and click “Submit”.

When an opportunity arises that matches with your gifts, you will receive an e-mail to see if you are interested in serving.

- View your contribution record.

To view your contribution record, click the “My Complete Profile” tab in the “I Want To View” section. Then click the “My Giving History” tab.

- View an online directory.

From your “Home” page, click on “Directories”. To view an online family photo directory with photos, names, addresses, and phones, click on “Pictorial Directory” & “Family”, then “Preview”. Note: To view e-mails, click on “Individual” directory type since there may be more than one e-mail in a family.

- View church calendar.

Click on the “Calendar” tab from your “Home” page.

- Find a Small Group to become a part of.

From your “Home” page, in the “I Want To View” section, click “Available Small Groups”. Put a check in the “Browse All Small Groups” box. You will now see the many varied groups that are offered.