

My Church

In order to obtain a login for the online database, the church will need to have your email address existing in our database. You will need to request a login via the **My Church** webpage. It will ask for your email address and first and last name (the name we have on file, which is printed on your year end giving statement).

1. Click on “My Church” icon on website (fumcwg.org) to access the church database, or go to <https://secure.accessacs.com/access/memberlogin.aspx?sn=157046>
2. Click on the “Need a Login” Link.
3. Enter your email address, First and Last Name, which we will need to have in the database prior to requesting a login, and click Find Me.
4. If the information you entered is matched in the database, you will receive an email from ChurchOffice@fumcwg.org providing you with your username and the link to setup your password.
5. If you do not receive an email with your username, please email ChurchOffice@fumcwg.org with your First and Last name and email address and we will look into why you did not receive your login.

Once you have your login:

1. To login to **My Church**, click on “My Church” icon on website (fumcwg.org) to access the church database, or go to <https://secure.accessacs.com/access/memberlogin.aspx?sn=157046>
2. Enter the username you received, or your email address, and the password you created.

To view and update your individual and family information:

1. Login to **My Church**
2. From the “Home” tab, click on **My Profile**
3. This will display your personal information stored in the church database. You will be able to change certain information for you and your family members.
4. To change information, click on the **Edit** button in the top right corner.
5. Please make sure we have your correct address and phone number, date of birth, email address, and contact preference.
6. On the **Change Request** page, make the necessary changes, and then click on **Submit**.
7. The changes will be sent to the Church Office for approval before formally being changed in the database, so changes may take 48 hours to be active.
8. If there is information that needs to be updated, but you are not able to edit it, please send an email to ChurchOffice@fumcwg.org and we will update it.
NOTE: My Giving History and My Pledge History are updated through Finance. Please email Ken White at kwhite@fumcwg.org with any questions.

To select what information is displayed in the Online Directory:

NOTE: The online directory will **ONLY** be available to those who have a login for **My Church**. It will not be available to the public.

1. From the “Home” tab, click on **My Account**.
2. Click on the **Personal Preferences** tab.
3. You can select what information will be published in the Online Directory for our church. Remember, only those with a login for **My Church** will have access to this information.