

How to Create a Login for your “ACCESS” account

Access the Church website - <http://fumcah.com/>

Click on “Create Account”

Need a login? “Click here” to Create a Login

Complete the information page as is on file with the Church

When the information has been entered, click “Continue”

You should receive a notice that you’ve successfully created an account, if not; you have not entered the information on file with the Church office.

Check your Email for a confirmation email and User Name, then click on the link to continue to the Password set up. (Make a note of your user name so you’ll have it if needed)

Follow the link provided to create your password. Follow the instructions regarding password strength. Otherwise, the Church site could be compromised.

Click “Sign In” to continue to the Access Site.

Check the information on your profile to verify your preferences.

For questions or problems, please email: friends@fumcah.com

In the subject line only write “ACCESS”

Once you have logged into the Access Site, please verify and update the information below.

Editing Your Personal Information

1. From your Access Home Screen, select the “Profile” tab under the “Home” tab.
2. You will have the option to edit or view the following information:
 - a. Contact Info
 - b. Personal Info
 - c. Serving
 - d. Groups
 - e. Events
3. In order to edit this information, including your preferred methods of contact, whether or not you would like to receive text messages, your addresses, phone numbers, or other basic information, click the pencil icon on the right side of the information you wish to edit.
4. Follow the prompts and select ‘save.’ An email will be sent to the system administrator who will have to approve these changes before they become final in the database.
5. **It is very important for you to visit the “Serving” tab and update the information listed there in order for you to receive matched serving opportunities. When this information is up-to-date, Access ACS will automatically connect you to serving and activity opportunities for which you are a strong match. To edit this information, simply click on the pencil icon, and then fill out the information on each tab.**

Editing Your Directory Information (determining what you want people to see)

1. While on the Access Home Screen click the “Account” tab under the “Home” tab.
2. Select the “Personal Preferences” tab at the top of the screen.
3. Select the information which you want people to be able to view. **Please note, if you have labeled a number or email address as “unlisted” in your Personal Information section, it will NEVER appear in the directory.**
4. Save your preferences.