

Online Member Portal and Church App for Members

What is Access ACS and how do I sign up?

Access ACS (Automated Church Systems) is the online version of our secure parish database. You can Access your information online and download an App that lets you have the parish directory at your fingertips.

Online you can find other parishioners contact information (unless unlisted), view your giving history, and update your personal contact information.

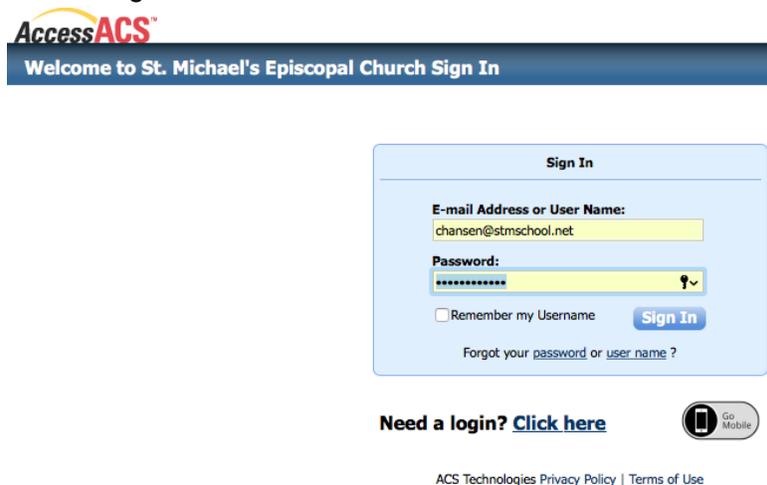
You can sign up for this helpful tool through the steps below...

Step 1: Go to the following link:

<https://secure.accessacs.com/access/memberlogin.aspx?sn=107389>

This will also be found as a button link on our website and in our weekly eMessenger.

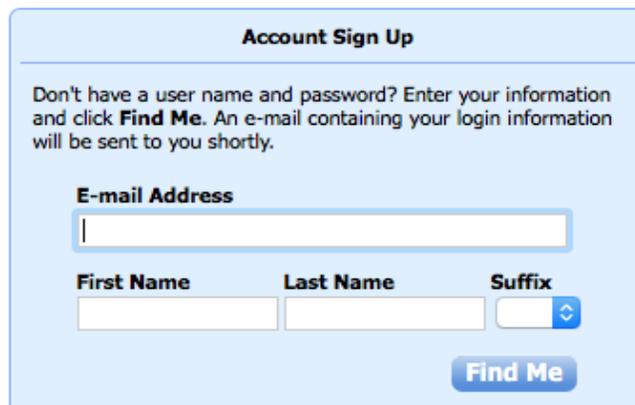
You should see the following screen...



The screenshot shows the 'Sign In' page for AccessACS. At the top, there is a blue banner with the 'AccessACS' logo and the text 'Welcome to St. Michael's Episcopal Church Sign In'. Below the banner is a light blue box titled 'Sign In'. Inside this box, there are two input fields: 'E-mail Address or User Name' with the value 'chansen@stmschool.net' and 'Password' with a masked password '*****'. There is a 'Remember my Username' checkbox and a 'Sign In' button. Below the input fields, there is a link 'Forgot your password or user name?'. Below the 'Sign In' box, there is a link 'Need a login? Click here' and a 'Go Mobile' button. At the bottom, there are links for 'ACS Technologies Privacy Policy' and 'Terms of Use'.

Step 2: If you have a login already, please sign in. If you do not, please “**Click here**” next to “**Need a login?**”.(Most of you ‘Need a Login.’)

Step 3: You should then be taken to a page that looks like the image below...



The screenshot shows the 'Account Sign Up' page. It has a light blue background and a title 'Account Sign Up'. Below the title, there is a message: '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.' There are three input fields: 'E-mail Address', 'First Name', and 'Last Name'. There is also a 'Suffix' dropdown menu. At the bottom right, there is a 'Find Me' button.

You will then type in the email address the church has on file for you, and your first name, last name, and suffix and click **Find Me**.

One of two things will happen:

- You will get an email prompting you to set up an account.
- You will go to a page that says “**We are unable to locate a record matching the information you provided...**” and prompt you to either **email Nancy Eustace** or **call the church** to update your information.

ACS noted some common errors to be aware of for your account not being found are...

- We have the wrong email on file.
- We do not have the correct suffix on file.
- You go by “Tim”, but we have your name as Timothy on file without a “goes by” in your profile.

Step 5: Download the **ACS Church Life** app to access this information on your Android or Apple device.



When you open the app, you will use the **same login information** that you used for **Access ACS (See Step 1)**. You will then have access to the basic directory information for all members of the church, including the directory photos.

Remember, this information is to promote fellowship and ministry, and it is forbidden to use for solicitation.

Did we miss something or are you having trouble? Contact the office and we will do our best to get it working for you!

(804)-272-0992 / office@stmichaelsbonair.org