

Member Access ACS Instructions Guide

You must first be a member and have a valid email on file with us in order to use the WTC Access ACS member database. If you do not have a valid email address on file with us, please send it to memberservices@wordtab.net.

1. Click the **Member Access ACS** icon to view and update your member information.



2. The Access ACS login screen will display.



- a. If you have already have a member access account enter your e-mail address or username and password and click the **Sign In** button. (This may take a moment depending on your internet connection speed.) Once accessed your Member Access ACS home page is displayed.
- b. If this is your first time accessing the Member Access ACS system and you already have a valid email address on file with us you will need to obtain a login (both a username and password). **Click on the Need a Login? Click Here** link.
 - i. The Account Sign Up screen will display.
 - ii. Enter your first name, last name, and email address. The suffix field is optional. When done, click the **Find Me** button. (Your First Name, Last Name and email address MUST match with our database or you will not be given an account.) If you do not have an email address on file, then please email this information to memberservices@wordtab.net
 - iii. Look for an email to come to you containing your Member Access ACS username and password.
 - iv. Return to our church website -- <http://www.wordtab.net> and click on the **Member Resource** button.

- v. Enter the username and password sent to you by email in the fields provided. Click the **Sign In** button

3. View Home Page Information.



- a. The home page is an overview of the Upcoming Events, ministry group(s) you are involved and new opportunities you may want to explore.
- b. You can also access other areas from your Home drop down menu.
 - i. My Profile – your information
 - ii. My Personal Preferences – your privacy preferences
 - iii. Change Password – allows you to create your own password.

4. From the Wordtab webpage you may also view events that require registration and ministry serving opportunities without logging onto Member Access ACS.

