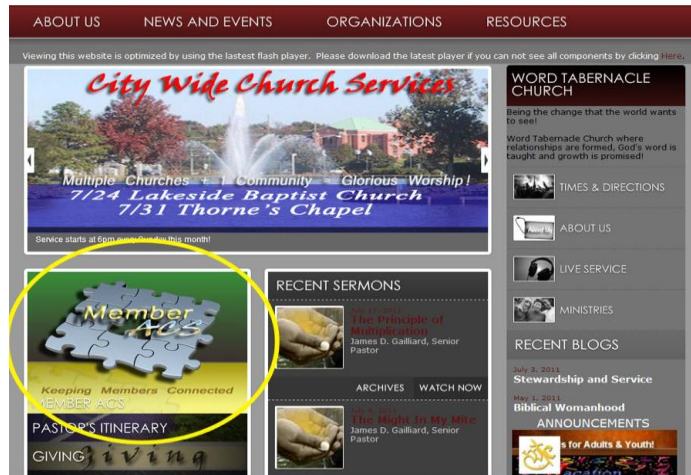


Member Access ACS Instructions Guide

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. Log on to -- <http://www.wordtab.net>
2. Click the **Member Resource** link.



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



4. The Access ACS login screen will display.



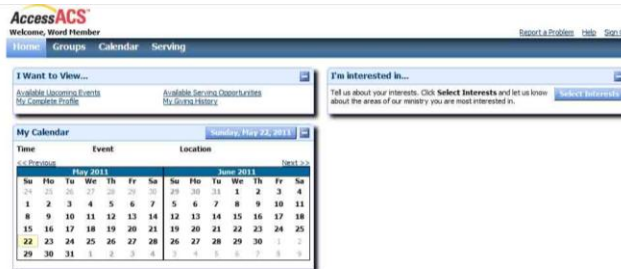
Need a login? [Click here](#)

ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)

- 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

5. 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.

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

