Step ONE: Open an account on AccessACS

To access the church directory, calendar or on-line giving establish an account within our app "AccessACS". These instructions will take you through the steps necessary to do this.

1. First go to the Member Login page by either clicking the following link or copying and pasting it into your browser address box or scanning the below QR code

   http://pleasanthillpc.org/member-directory.html

2. When you do this a browser window will open showing the following:

   Follow the link at the bottom where it says "Need a login" (Circled in red)

3. This new window will pop up::

    ## Account Sign Up

    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.

    E-mail Address

    First Name   **Last Name**   **Suffix**

    Find Me

    ## Already have a login? Click here

    Fill in your email address, first and last names and then click "Find Me". Note that you must use the email address you have provided to PHPC as well as your name as it is on record. If you give mismatched information, it will notify you and you can try again or else contact the church office to determine what is in your record.

4. When you are successful, you will receive an email to your email address on record which looks like this:

    From: Pleasant Hill Presbyterian Church [mailto:notifications@accessacs.com]
    Sent: Friday, March 4, 2016 3:05 PM
    To: JohnCalvin@phpc.org
    Subject: New Account Verification for Pleasant Hill Presbyterian Church

    Thank you for registering with Pleasant Hill Presbyterian Church!

    Your user name is johncalvin1.

    Please verify your account and set your password by clicking this link:
    https://secure.accessacs.com/access/newpassword.aspx?vc=b6acfe68-7019-4387-b131-e7c0f2dabbd3&sn=90273&nav=635927008365158000

    Click the link at the bottom of the email or copy and paste it into your browser address box.

5. This new window will pop up:

Create a password and you're good to go. Please don't use a password like "PASSWORD" or "123456"!

6. You can now login to the very first website in this tutorial from any device having internet access by clicking the following link, copying and pasting it into your browser address box or scanning the below QR code.

http://pleasanthillpc.org/member-directory.html

7. Using your email address and the password you just created LOGIN to AccessACS.

Step Two: Using AccessACS from a Smartphone

If you have a smartphone and would like to use it access the PHPC database, "There's an app for that!" Using the Church Life app for Apple, Android or Windows smartphones lets you look at church info, use the church directory to call up driving instructions to a member's house, call a member without dialing or automatically enter an event from the PHPC Calendar into your smartphone calendar. Interested? Well, here's all you have to do. If you haven't yet registered with the PHPC system, go back to step one at the beginning of this document.

When that's done or if you've already created a login, do the following:

1. For an Android phone: Go to the PlayStore and search for and install the app "Church Life"

2. For an iPhone: Go to the App Store and search for and install the app "Church Life"

3. For A Windows phone: Go to the Windows Store and search for and install the app "Church Life"

4. Now that you've installed the Church Life app, open it and login using your email address and the password you created!