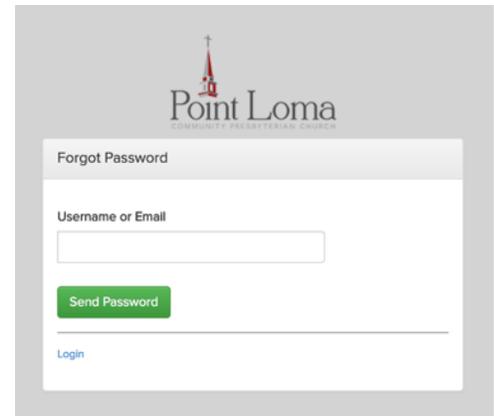
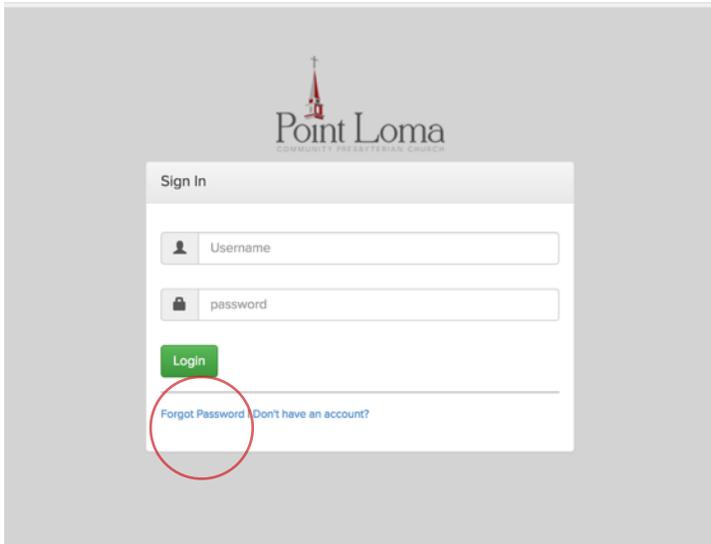


## Simple Church Log-In Instructions

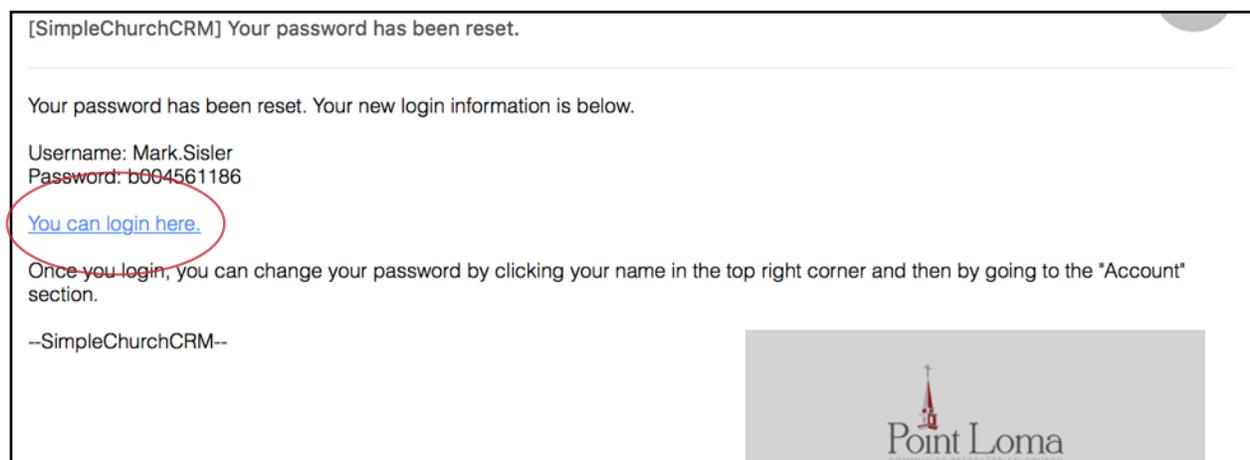
1. Go to this link: <https://pointlomachurch.simplechurchcrm.com/user/login>
2. Click **"Forgot Password"**
3. Type in your **email** or **username** (username is FirstName.LastName - for example "Joe.Anderson")

<https://pointlomachurch.simplechurchcrm.com/user/login>

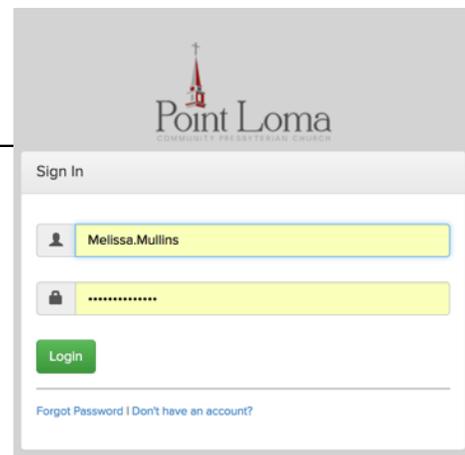


You will then get an email with a temporary password with a link to login

4. Click the **log-in link**.



**Log-in using your email/username & the temporary password**



5. Once you are logged in, **change your password under the ACCOUNT tab.**
6. Click on the **EDIT tab to update contact information**

The screenshot shows a user profile page with a navigation menu and several sections. The navigation menu includes 'View', 'Edit', 'Family', 'Interactions', 'Attendance', 'Giving', and 'Account'. The 'Edit' and 'Account' tabs are circled in red. A green notification bar at the top says 'Edited the Individual: First Name Last Name'. Below the navigation menu, there are sections for 'Email' (info@pointlomachurch.org), 'Address' (2128 Chatsworth Blvd, San Diego, California 92107), 'Family' (Primary Individual), and 'Groups' (Children of Member, 06/27/2017). A red text annotation '5. Click here to change password' points to the 'Account' tab, and another red text annotation '6. Click here to edit contact information' points to the 'Edit' tab.

First Name Last Name

Edited the Individual: First Name Last Name

5. Click here to change password

View Edit Family Interactions Attendance Giving Account

6. Click here to edit contact information

Email  
info@pointlomachurch.org

Address  
First Name Last Name  
2128 Chatsworth Blvd  
San Diego, California 92107

Family Primary Individual  
First Name Last Name Primary

Groups  
Children of Member 06/27/2017

### **Adding/Changing a Family Member:**

For security purposes only an administrator can add a family member or notes about allergies/medical concerns to an individual's profile. So, if you notice that a family member addition is needed or an allergy/medical note should be added, please email [info@pointlomachurch.org](mailto:info@pointlomachurch.org) the following information so that we can create/update a profile for him/her:

**For an Adult: Full name, phone, email and birth date**

**For a Child/Youth: Full name, birth date and any allergies**