# Access ACS Member Login Guide

1. Using an internet browser, go to www.wblumc.org.

2. In the top menu, click the Login link. The Access ACS login window displays.

3. Click the link for **Need a Login?** (as shown in the top image).

4. Enter your first name, last name, and email address. The suffix field is optional. Then, click **Register**.

   **Note: To sign up for an account, your First Name, Last Name and email address MUST match our database**. Check the latest church directory if you are not sure which email address you gave us.  If you do not have an email address on file, email this information to office@wblumc.org.

5. You will receive an email containing your username and password for logging in to Access ACS.  When you receive the email, return to the Access ACS via the link provided in the email.

6. Enter the username and password sent to you.

7. When you log in, change your password to one you can easily remember.

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## Frequently Asked Questions

### How secure is my data?

**The confidentiality of your data is our utmost priority**.  Only the data we print in our existing church directory is available online to registered users.  Furthermore, you can still opt-out of the online system by setting your personal profile, or by notifying us at office@wblumc.org.

Our software provider is ACS Technologies, the largest developer of church management software in the industry.  Your data is housed in a secured data center and is subject to period security audits to ensure safety and privacy of your data.

### What Can I Do in Access ACS?

- Add family and individual pictures to your member profile.
- Print, view, or email members of your small group.
- View and respond to outreach assignments.

- Print membership directories.
- Register for events.
- Give online.