## VIEW THE DIRECTORY ONLINE

## REGISTER FOR FIRST TIME ACCESS

- 1. Go to members.lnstantChurchDirectory.com/signup
- 2. Enter the email address you provided St. Paul's
- 3. Create a password. The password must be 8 characters long and contain at least two of the following characters: capital letters, numbers or symbols.
- 4. Retype the password to confirm it and click "Request Login."
- 5. Check your inbox for an email from service@instantchurchdirectory.com
- 6. To complete the sign-up process, you will need to verify your email address by clicking on the link sent to you in that email.

## LOGIN (ONCE YOU HAVE REGISTERED)

- 1. Go to members.lnstantChurchDirectory.com
- 2. Enter email address and the password you created on Instant Church Directory

## ACCESS VIA PHONE/TABLET APP

There is also a free mobile app available for church members to download on your Apple, Android and Kindle Fire devices at the Apple® App store in iTunes®, Google Play TM store and the Amazon Fire App Store. Simply search for "Instant Church Directory" to get the download.

To download the app to your Apple device, go to: <a href="https://itunes.apple.com/us/app/instant-church-directory/id589542221?ls=1&mt=8">https://itunes.apple.com/us/app/instant-church-directory/id589542221?ls=1&mt=8</a>

To download the app to your Android device, go to: <a href="https://play.google.com/store/apps/details?id=com.instantchurchdirectory.members">https://play.google.com/store/apps/details?id=com.instantchurchdirectory.members</a>

To download the app to your Kindle Fire, go to: <a href="http://www.amazon.com/Communication-Resources-Inc-Instant-Directory/dp/B00D76604E">http://www.amazon.com/Communication-Resources-Inc-Instant-Directory/dp/B00D76604E</a>

You will be asked to enter your email address as it's listed in our directory. Once you enter your email address, follow the directions on screen to complete the login process.

After you log in, the directory will be downloaded to your device. Anytime updates are made, they will update on your device too. In the app you will be able to search for families and members and call, email and text right from the app.