

Is your contact information up to date in our online directory? Are you sure? We want to be sure we can communicate with you! Please take a moment to log on to the Online Directory to check your information. — Thank you!



## ONLINE MEMBER DIRECTORY LOGIN INSTRUCTIONS.

### First time signing into the Online Directory or Mobile App?

1. Go to [members.InstantChurchDirectory.com](https://members.InstantChurchDirectory.com)
2. Click on the **Create Login** button under: First time signing in?
3. Enter the email address as it is listed in the family portion of the directory.
4. Create a password. The password must be 8 characters long and contain at least two of the following special characters: capital letters, numbers or symbols.
5. Retype the password to confirm it and click **Request Login**.
6. Check your inbox for an email from [service@instantchurchdirectory.com](mailto:service@instantchurchdirectory.com).
7. 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.
8. Once you confirm your email, you may sign at [members.InstantChurchDirectory.com](https://members.InstantChurchDirectory.com).

Your email with the password you created will work on all the Instant Church Directory apps on any device

### Already logged into the Mobile App?

1. Go to [members.InstantChurchDirectory.com](https://members.InstantChurchDirectory.com)
2. Enter your email address listed in the directory and your unique member password.
3. Click **Sign In**.

### Video Tutorial

Type this link into your internet browser to see a video tutorial explaining how to update your existing information in InstantChurch Directory. <https://vimeo.com/408390394>

