Instant Church Directory™ Online

Login Instructions for the Online Member Directory

Online Member Directory (only available if your church has this feature enabled)

1. Go to members.InstantChurchDirectory.com

2. Click on the link: First time signing in? Create a login now.

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.

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.

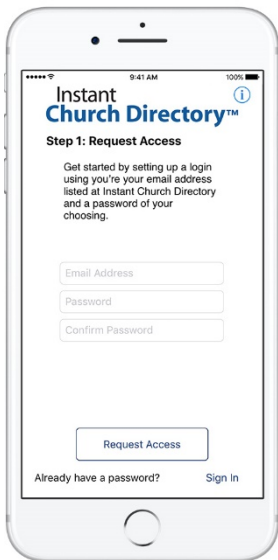8. Once you confirm your email, you may sign at members.InstantChurchDirectory.com.

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

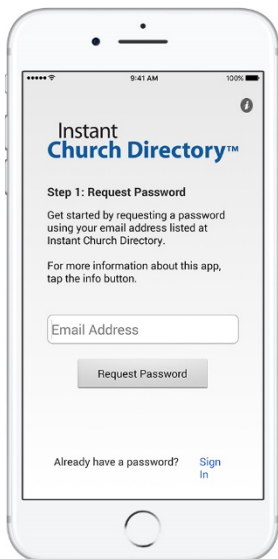**Need help signing in? Please see your directory Administrator.**

Instant Church Directory™ Online

Mobile App Login Instructions for iPhone®, iPad® and any iOS Device

iOS App (Version 1.2 or newer)

1. Download the App from the App Store. Search for "Instant Church Directory" and look for this icon:

2. Open the app and enter the email address as it is listed in the family portion of the directory.
3. Create a password. The password must be 8 characters long, and contain at least contain at least two of the following special characters: capital letters, numbers or symbols.
4. Retype the password to confirm it.
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.
7. Once you confirm your email, you may open the app and sign into your church's directory. The directory will upload to your device.

iOS App (version 1.1.3 or older)

1. Download the App from the App Store. Search for "Instant Church Directory" and look for this icon:

2. Open the app and enter the email address as it is listed in the family portion of the directory.
3. Check your inbox for an email from service@instantchurchdirectory.com.
We will send you a password to log into the App.
4. Go back to the App. Enter the password and the directory will upload to your device.
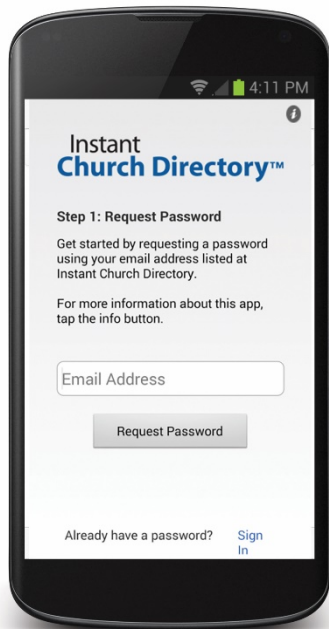*This password is case sensitive and anything that looks like a 0 should be entered as a zero.*

Need help signing in? Please see your directory Administrator.

Mobile App Login Instructions for Android™ & Kindle® Devices

Android & Kindle App (all versions)

1. Download the App from the App Store. Search for "Instant Church Directory" and look for this icon:

2. Enter the email address as it is listed in the family portion of the directory.

3. Check your inbox for an email from service@instantchurchdirectory.com. We will send you a password to log into the App.

4. Go back to the App. Enter the password from the email and the directory will upload to your phone.

   NOTE: This password is case sensitive and anything that looks like a 0 should be entered as a zero.

Need help signing in? Please see your directory Administrator.

Instant Church Directory™ Online
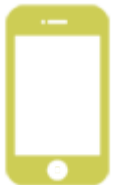
Security Facts

You're worried about security and privacy, and so are we.

Your **Instant Church Directory** account is protected by a username and password that only you should know. Search engines do not crawl any of the directory data located within the password-protected portion. We take your privacy and your church members' privacy very seriously. We are always making sure the **Instant Church Directory** website and databases are up to date with the latest security patches to protect against any current and future security threats.

Online Member Directory Security

We have a fully secure system for the online access just like the mobile app. Only members who are entered in the directory can login to the website, and once that member is removed they no longer have the ability to access the directory. You can also make members inactive if they do not want their information to be shown on the online directory or app.

Mobile App Security

We built a fully secure system for all our mobile apps. Only active members you authorize can gain access to your directory, and access is revoked as soon as you change any member to inactive. If you prefer that your directory is not available via the app, simple disable the feature.

PDF Security

One output of **Instant Church Directory** is a PDF file, which we highly recommend you password protect. We do not post these PDF files to anyone but the account administrator (you). The URL to your PDF is unique to your account. You control whether it is made public and available for search, for instance, by posting it to your website.

If you put the URL on your website, search engines are able to find your Church Directory PDF. It is still protected by the password you assigned and members' information is inaccessible without the password.

Member Information Security

Even though your data is stored with us, we at **Instant Church Directory** do not access your members' data, except for specific troubleshooting purposes within the directory. All data provided by members is held securely and we do not use member information such as phone numbers or emails for marketing purposes (either internally or by selling the information to other organizations).