

The Ebenezer Directory is now accessible online! Two ways to access!

- 1) **WEBSITE:** members.instantchurchdirectory.com
- 2) **SMARTPHONE:** download the free app from Apple app store or Google play store
 - a. Search for "Instant Church Directory"

AFTER SETTING UP YOUR INITIAL LOGIN & PASSWORD (SEE "INSTRUCTIONS" IN THE NEXT COLUMN)...

FROM APP AND THE WEBSITE

- ✓ Update your information including address/phone number(s)/email address(es), etc.
- ✓ Upload a new photo

On the website:

- ✓ View & email other members & update* your profile.

On the app:

- ✓ View, text, email, call & access maps/directions for other members and update* your profile

* (Your profile's updates are updated after approval at church office)

If you cannot log into the directory using the INSTRUCTIONS (next column), it's possible we don't have your email address or have an outdated email address. Please contact the church office at (336) 272-5321 or office@ebenezerlutheranchurch.com, and I will get your directory entry created and/or updated. - Jenny

Two-Step Verification: You will be asked to register your devices via email and will be prompted with this authentication step any time you access the directory on a new device, such as a new phone; this provides you added security.

INSTRUCTIONS

VIEW/UPDATE FROM THE INTERNET

Go to:

<https://members.instantchurchdirectory.com/>

Set up login and password

Fill in your email address → *make sure the church office has this email address*

Create a password

You will be taken to the directory & search for your profile. Verify your information. If you need to update it:

- click on 'Edit My Family'
- If you want to change your profile photo, click on 'Choose file' and select one
- Update data and press 'Submit Edits'
- Changes will appear after approved by church office

VIEW/UPDATE FROM THE APP

Download the APP from: Apple App store or Google play store and download "Instant Church Directory" app

Open app and set up login and password

Fill in your email address → *make sure the church office has this email address*

Create a password

You will be taken to directory & search for your profile

Verify your information. If you need to update:

- Click on 'Menu' on main cover page (picture of sanctuary)
- Select 'Edit My Family'
- Update data
- Select a new photo from your phone, if you wish to update
- Press 'Submit Edits'
- Changes will appear after approved by church office