

Setting up Your Phone or Computer to see WPC Member & Calendar Information

Access ACS at Westminster

Westminster uses church management software called ACS. The office maintains financial and member record information in this cloud-based software. Since it is web-based, church members are able to log in using their computer browser such as Edge, Internet Explorer, Firefox, Chrome or Safari or download a smart phone app called ChurchLife to see church member and calendar information. By following these setup instructions, you will be able to set a password for yourself and receive access to view church information on your computer, tablet or smart phone. Use AccessACS on your computer and ChurchLife on your smart phone. Access ACS (and ChurchLife) lets you view, but not edit information about church members and scheduled calendar events.

Setting up Access ACS for the first time

Using your computer, go to the church website:

www.wpcspi.org and click on Congregational Life Heading

Click **Connect to AccessACS**



In AccessACS Welcome page, click link for Need a login?

This takes you to a page where the system confirms you are a Westminster member and you select a password.

You may also use this link to log into ACS after you set your password.



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Sign up to use AccessACS by entering the email address that Westminster uses to contact you. You also need to enter your first and last name the way Westminster has you listed.

(Suzi will not work if the church has your first name listed as Susan.)

Contact Jennie in the church office if you are unsure what contact information the church uses for you.



Upon entering your name and email address and clicking Find Me, you will receive an email with this subject: “New Account Verification for Westminster Presbyterian Church”

You may click the link in that email and log into AccessACS and set your own password.

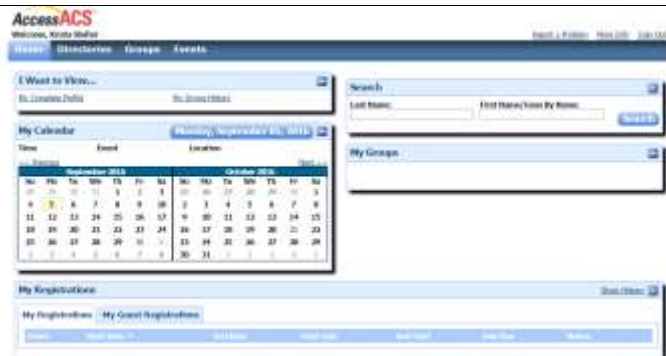


Password rules:

- Must contain 8-15 characters
- Cannot include email address
- Must include 2 or more numbers
- Must include upper and lower case
- Cannot include <&/>/\;% or space

This allows you to see Westminster contact and Westminster calendar information on your computer.

You can also see your own pledge and giving contributions. Pledge information can only be viewed on your computer. The phone app doesn't show pledge information.



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Adding ChurchLife app on your Smart Phone

Church Life is a phone app that lets you see church information on your smart phone.

Search for and download **ChurchLife** app for Android or iPhone in the app store **OR**

Go to the Westminster web page again and click **Go Mobile**



Log in with your email address and password that you set in the steps above.

See church member names, email addresses, phone numbers.

Use the app to make calls, send emails and see address locations on Google Maps.

