

INSTANT CHURCH DIRECTORY

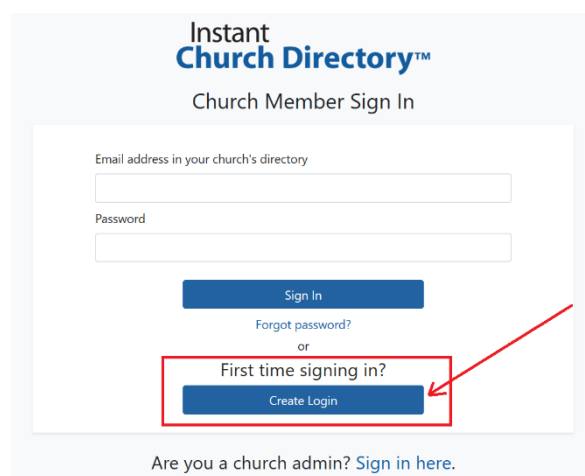
Saint Mark Lutheran Church



ONLINE MEMBER DIRECTORY LOGIN INSTRUCTIONS.

First time signing into the Online Directory or Mobile App?

1. Email Jon Krueger at jonkruegerdesign@gmail.com and ask him to set your email up in the system.
2. Go to members.InstantChurchDirectory.com
3. Click on the **Create Login** button under: First time signing in?
4. Enter the email address as it is listed in the family portion of the directory.
5. 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.
6. Retype the password to confirm it and click **Request Login**.
7. Check your inbox for an email from service@instantchurchdirectory.com.
8. 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.



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
2. Enter your email address listed in the directory and your unique member password.
3. Click **Sign In**.

Need help signing in? Please see your directory Administrator.

Jon Krueger (616) 745-7944

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

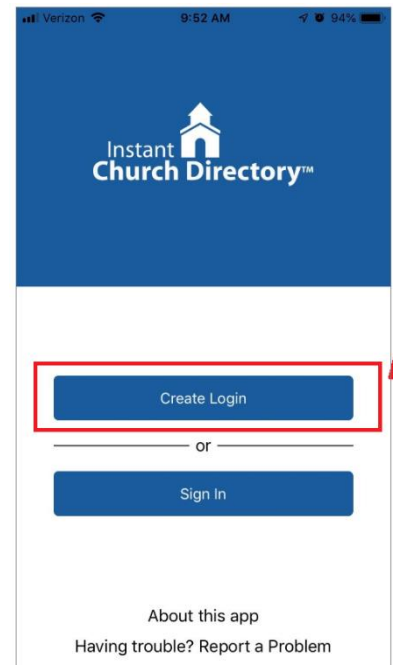


First Time Signing into Directory (Version 2.0 or newer)

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



2. Open the app and click on the **Create Login** button.
3. Enter your email address that is used in your church's directory.
4. Create a password. The password must be 8 characters long and must contain at least two of the following special characters: capital letters, numbers or symbols.
5. Retype the password to confirm it and click **Create 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 open the app and click **Sign In** to log into your church's directory.



Your email with the password you created will work on all the Instant Church Directory apps on any device, as well as the member website at members.InstantChurchDirectory.com.

Previously Signed into the Directory (Version 2.0 or newer)

1. Open the app and click on the **Sign In** button.
2. Enter your email address that is used in your church's directory and your personal member password.
3. Click on the **Sign In** button.

If you do not remember your personal member password, click on the **Forgot Password?** link to receive a link to your email to reset your password.

[Need help signing in? Please see your directory Administrator.](#)