

Logging Into the Church Secure Membership Website

Click on this link to log into the CLCC's Secure Membership website.

<https://secure.accessacs.com/access/memberlogin.aspx?sn=133777>

NOTE: You may also find this link under the Membership area on the CLCC website.

Logging in for the first time:

1. If you do not have a password, click on the **Need a login? Click here** link as shown below.



The image shows a 'Sign In' form with a light blue background. At the top, it says 'Sign In'. Below that, there are two input fields: 'E-mail Address or User Name' and 'Password:'. There is a checkbox labeled 'Remember me' and a blue button labeled 'Sign In'. At the bottom, there is a link that says 'Forgot your password or user name?'.

Need a login? [Click here](#)

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2. When you click the link you will see the screen below. Complete your E-mail address and name and click on the **Find Me** button.

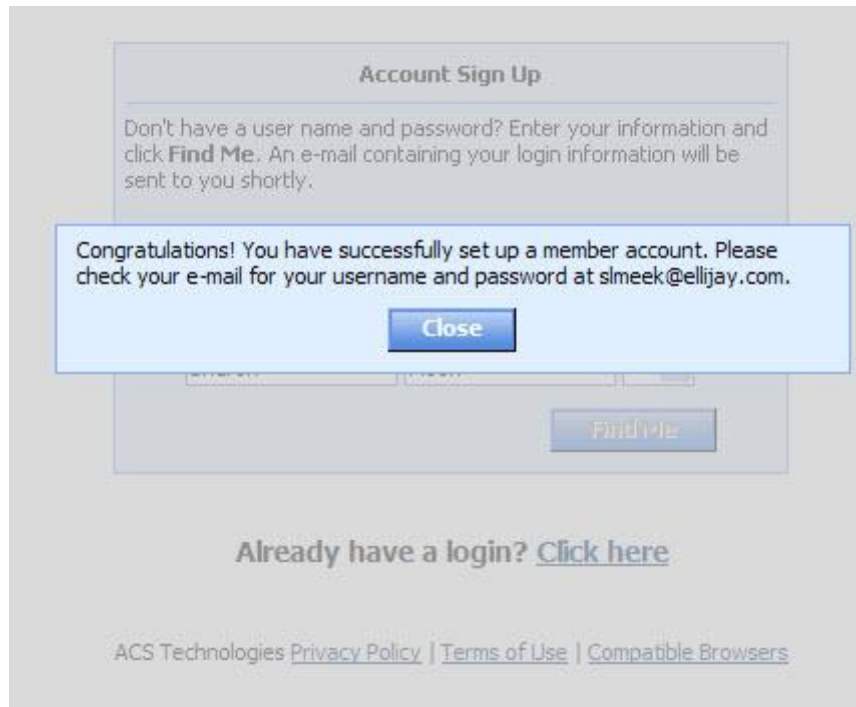


The image shows an 'Account Sign Up' form with a light blue background. At the top, it says 'Account Sign Up'. Below that, there is a paragraph of text: 'Don't have a user name and password? Enter your information and click Find Me. An e-mail containing your login information will be sent to you shortly.' There are three input fields: 'E-mail Address' (with the example 'slmeek@ellijay.com'), 'First Name' (with the example 'Sharon'), and 'Last Name' (with the example 'Meek'). There is also a 'Suffix' dropdown menu. A blue button labeled 'Find Me' is circled in green.

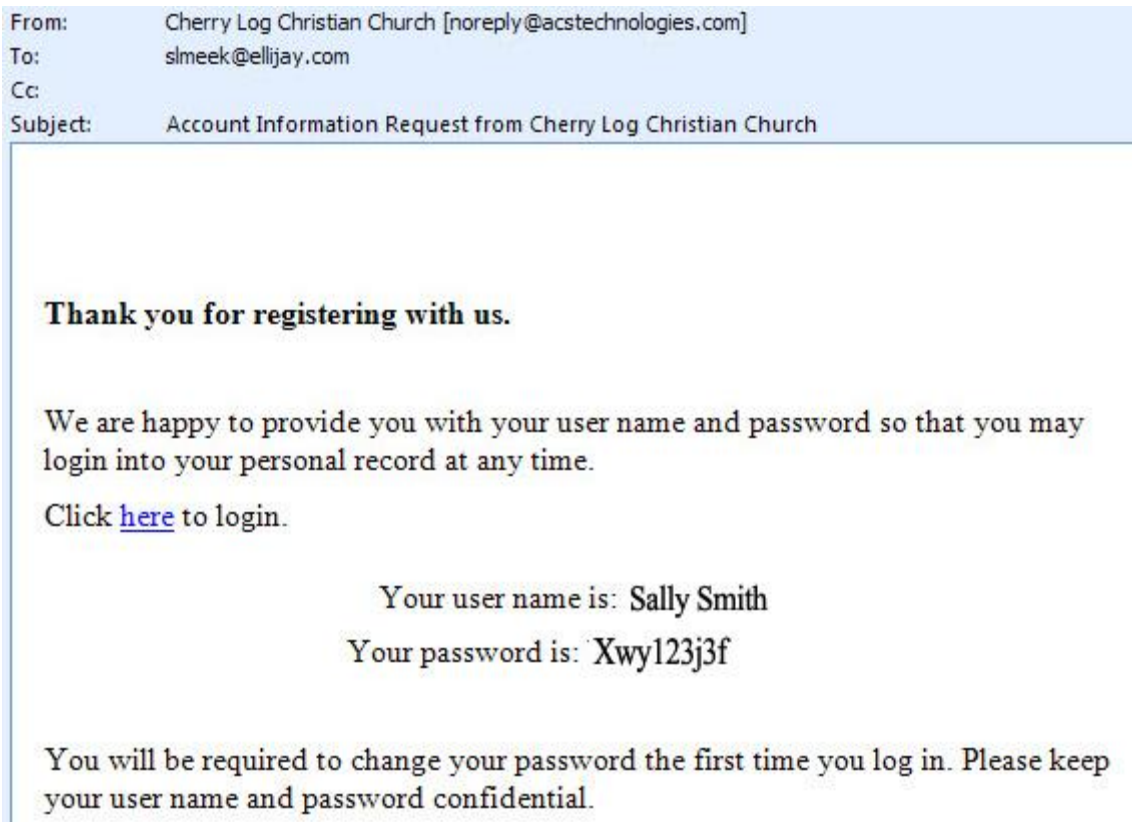
Already have a login? [Click here](#)

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- Once the system finds your name, you will get the following message, telling you that you to check your e-mail for your username and password.



- Check your email for the following message. You will get a password that you will be required to change the first time you log in. Please keep your user name and password confidential.



5. When you login again after receiving the Account information you will see the following screen and will need to change your password. Be sure that you try to make your password a good password. Click on the Password Tips if you need more help.



Sign In

E-mail Address or User Name
SharonMeek

New Password
|

Strength [Password Tips](#)

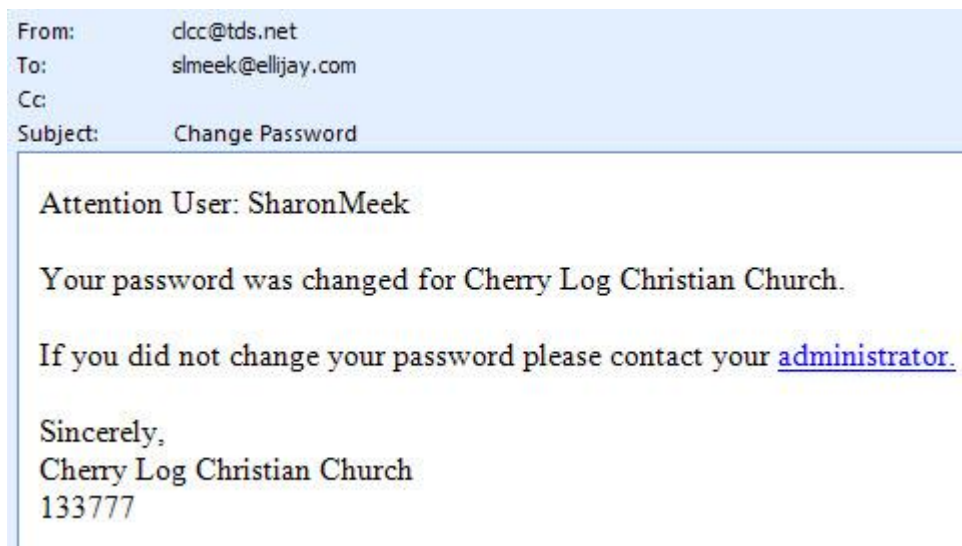
Confirm New Password

Remember me

You must change your password before proceeding. Please enter and confirm your new password.

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6. Once you change your password to the new password, you will get another email stating that a password request has been made. This is to ensure that you were the one that changed your password. If you did not make this change in your password, contact Malinda immediately.



From: dcc@tds.net
To: slmeek@elijay.com
Cc:
Subject: Change Password

Attention User: SharonMeek

Your password was changed for Cherry Log Christian Church.

If you did not change your password please contact your [administrator](#).

Sincerely,
Cherry Log Christian Church
133777

7. You are now ready to use the CLCC Membership website to update your profile, check your giving history, and more.

Things you can do on the CLCC Membership Website.

1. When you log in, you will see the following home screen. You can do the following tasks:
 - Change your personal information by clicking on **My Complete Profile**
 - View your Giving and Pledge History by clicking on **My Giving History**
 - View and print church directories by clicking on **Directories** in the menu bar.

