



# ONLINE MEMBER DIRECTORY LOGIN INSTRUCTIONS.

## First time signing into the Online Directory or Mobile App?

1. Go to [members.InstantChurchDirectory.com](https://members.InstantChurchDirectory.com)
2. Click on the **Create Login** button under: First time signing in?
3. Enter the email address you have previously given to the church. (If you have not given an address to the secretary or pastor, please send your email to Tammy Snyder at [tlsnyder123@aol](mailto:tlsnyder123@aol))
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](mailto: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](https://members.InstantChurchDirectory.com). 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](https://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.