

# Access ACS Enrollment Instructions

1. To enroll in Access ACS to view your membership information, click on the enrollment link on the Member's Place home page <http://www.fbcfonthe.net/your-resources>
2. Members who already have a user name and password may sign in at the screen below. To register for the first time, click the link that says, "Get your user name and password" under "Not Registered?".

Please note that your membership information must already be in the church master database in order for the registration process to be completed.

3. Complete the registration form and click on "Register". The following information must match the information in the master database.

4. If the information submitted matches the information in the master database, you will be e-mailed a user ID and PW. The e-mail will be address from Moe Mays , titled "Account Information Request from First Baptist Church".

5. Return to the Member's Place web page <http://fbcfonthe.net/your-resources> and click on the link to log into the membership directory. Use your new ID and PW to log in (you will be prompted to change your PW the first time you log in).

Once logged in, you will have the option to view your profile or contributions, the church calendar or lookup other members in the directory.