



### **Access ACS Member Login Guide**

1. Using an internet browser, go to [www.atlantamethodist.org](http://www.atlantamethodist.org)
2. Click the online giving button under Contact Us
3. The login screen will display.
4. Click Need a Login?
5. Enter your first name, last name, and email address (suffix field is optional). Click the FIND ME button. Note: These MUST match with our database or you will not be able to create an account. Please contact the church office or email [michelle@atlantamethodist.org](mailto:michelle@atlantamethodist.org) if you have any problems.
6. You will receive an email containing your username and temporary password for login. When you have received the email, return to the Access ACS website and login.
7. Enter the username and password sent to you by email in the fields provided.
8. The system will require you to change your password with the first successful login. Enter a password of your choice.
9. You will need to do these steps before using the mobile app.



### **Online Giving**

1. Once you are logged in, you can click Give Now which will take you to a new screen.
2. Select dollar amount, one-time or recurring, and donation date.
3. After clicking Continue, you will select which funds the donation goes to and add a description (optional).
4. After clicking Continue, you will select payment method, then review and process.
5. You will receive a receipt by email.