How to Start Using ACV's
Online Photo Directory
on an Android Phone or Tablet

Before you begin: The email address you plan to use to log into ACV's online photo directory must exist within the directory for you to log in. If you'd like to make sure your email is listed, you can call Member Services at 658-5400, and they can check for you.

Step 1: On your phone or tablet, open the Google Play app:

Step 2: Search for **Instant Church Directory**. The icon looks like this:

Step 3: Click **Install**.

Step 4: After Instant Church Directory finishes downloading and loading, click **Open**.

Step 5: Click the **Create Login** button.

Step 6: Enter your email address. (If you're not sure if your email is included, or if you need to use a different email address, call Member Services at 658-5400.) Create a password for this website, and enter it in both password fields. (If you also use the app, you will use the same email and password.) Click the **Create Login** button.

Step 7: If you entered an email address that exists in the online directory and correctly entered the password in both fields, you will see a message explaining that an email has been sent to your email address.
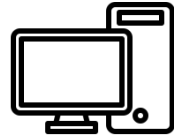
Step 8: Open your email on your iPhone, iPad, or a computer. You should have a new message from Instant Church Directory with the subject "Confirm your Church Directory Email". Click on that email to open it.

Step 9: Within the email is a link to confirm your email with Instant Church Directory. Click on the link.

Step 10: Clicking the email link will open a browser. Do not log in using the browser. Return to the Instant Church Directory app.

Step 11: Click the **Sign In** button.

**Step 12:** Enter your email address and password and click the **Sign In** button.

How to Start Using ACV's
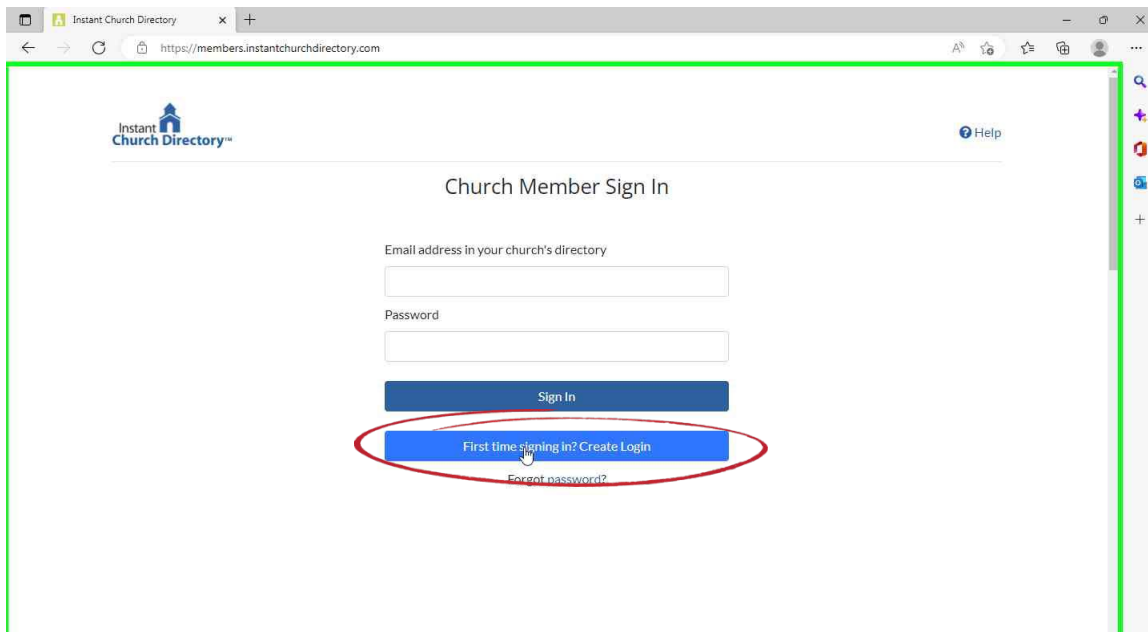# Online Photo Directory
on the Computer

Before you begin: The email address you plan to use to log into ACV's online photo directory must exist within the directory for you to log in. If you'd like to make sure your email is listed, you can call Member Services at 658-5400, and they can check for you.

Step 1: Using your favorite browser, navigate to https://www.instantchurchdirectory.com.

Step 2: Left click the **Member Sign In** button.
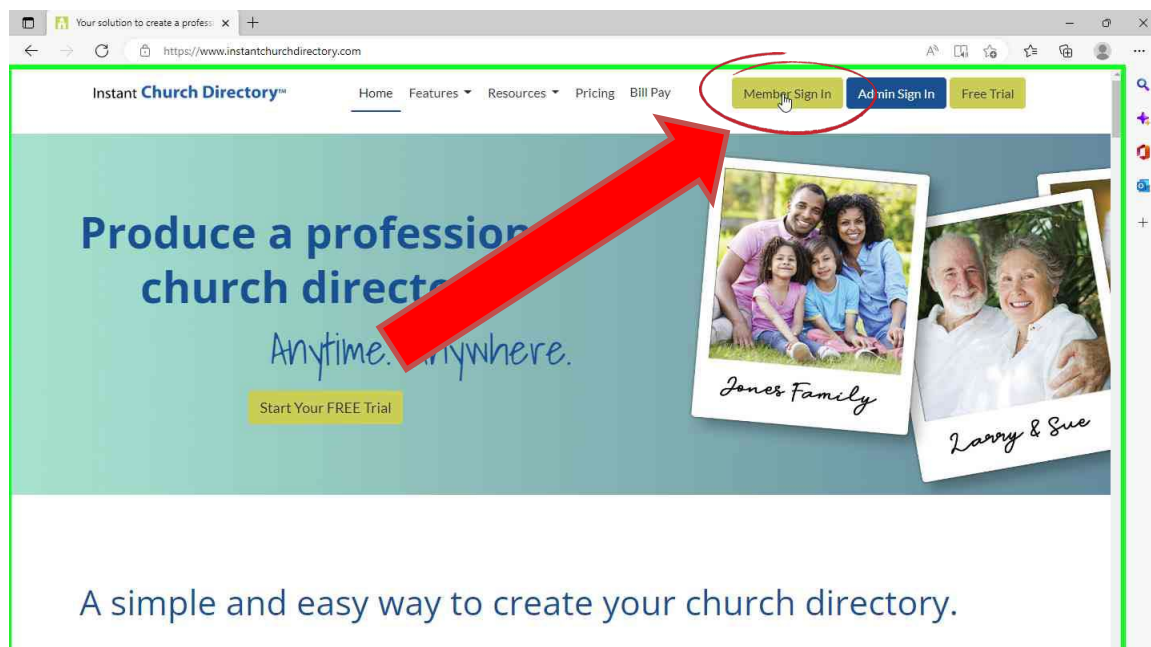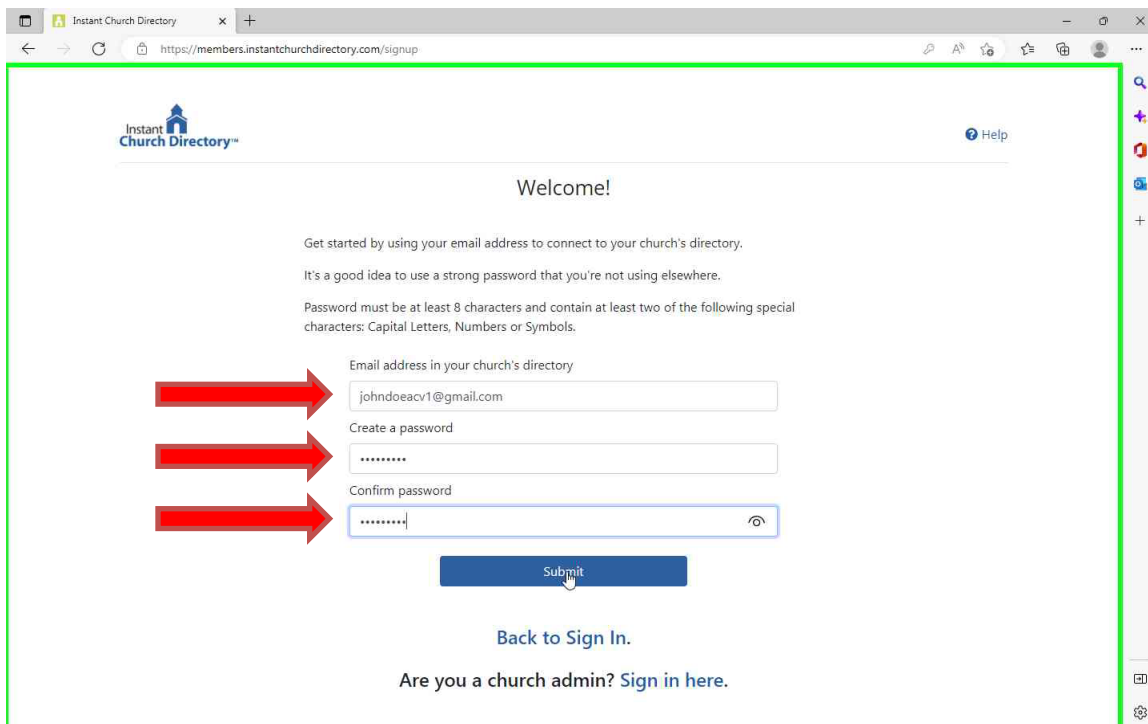
**Step 3:** Left click the **First time signing in? Create Login** button.

Step 4: Enter your email address. (If you're not sure if your email is included, or if you need to use a different email address, call Member Services at 658-5400.) Create a password for this website, and enter it in both password fields. (If you also use the app, you will use the same email and password.) Click the **Submit** button.
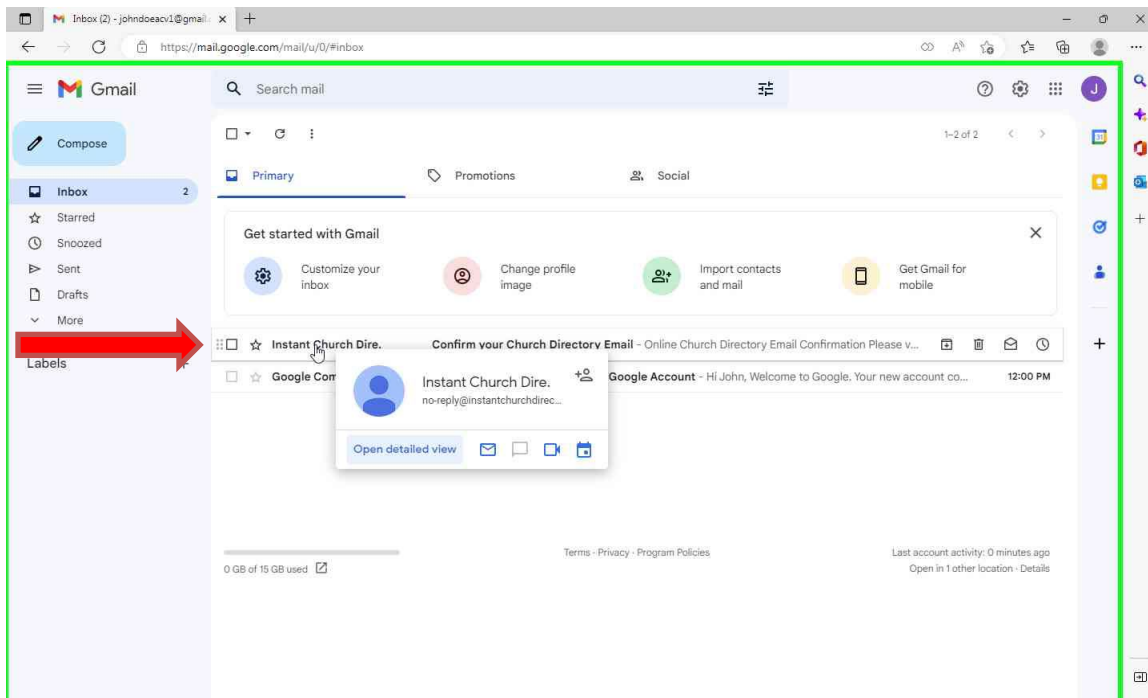
Step 5: If you entered an email address that exists in the online directory and correctly entered the password in both fields, you will see the screen below. Otherwise, you will receive an error.
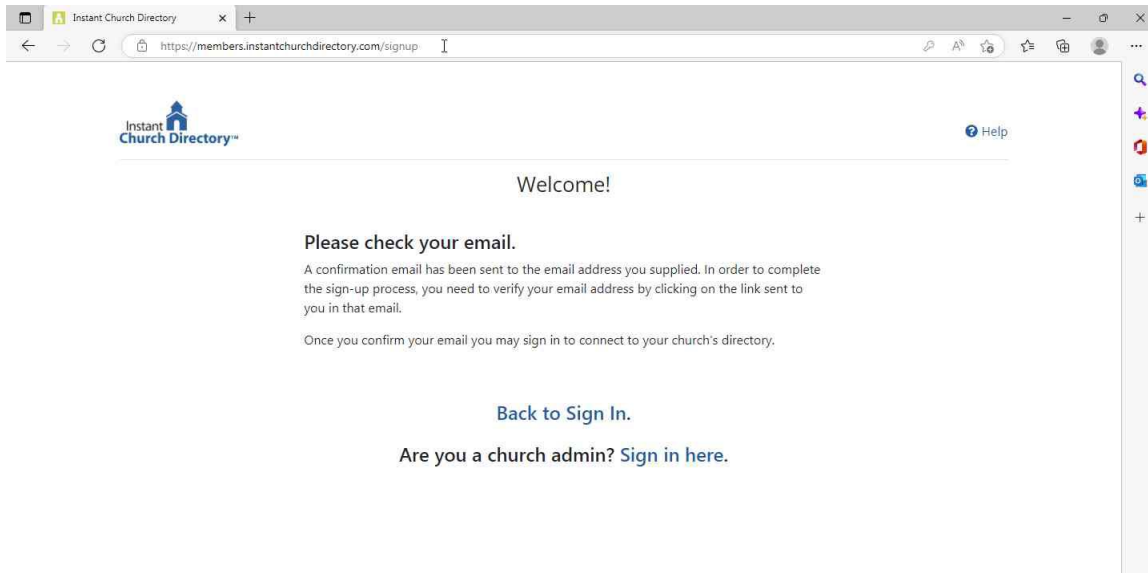
Step 6: Open your email. You should have a new message from Instant Church Directory with the subject "Confirm your Church Directory Email". Click on that email to open it.

Step 7: Within the email is a link to confirm your email with Instant Church Directory. Click on the link.
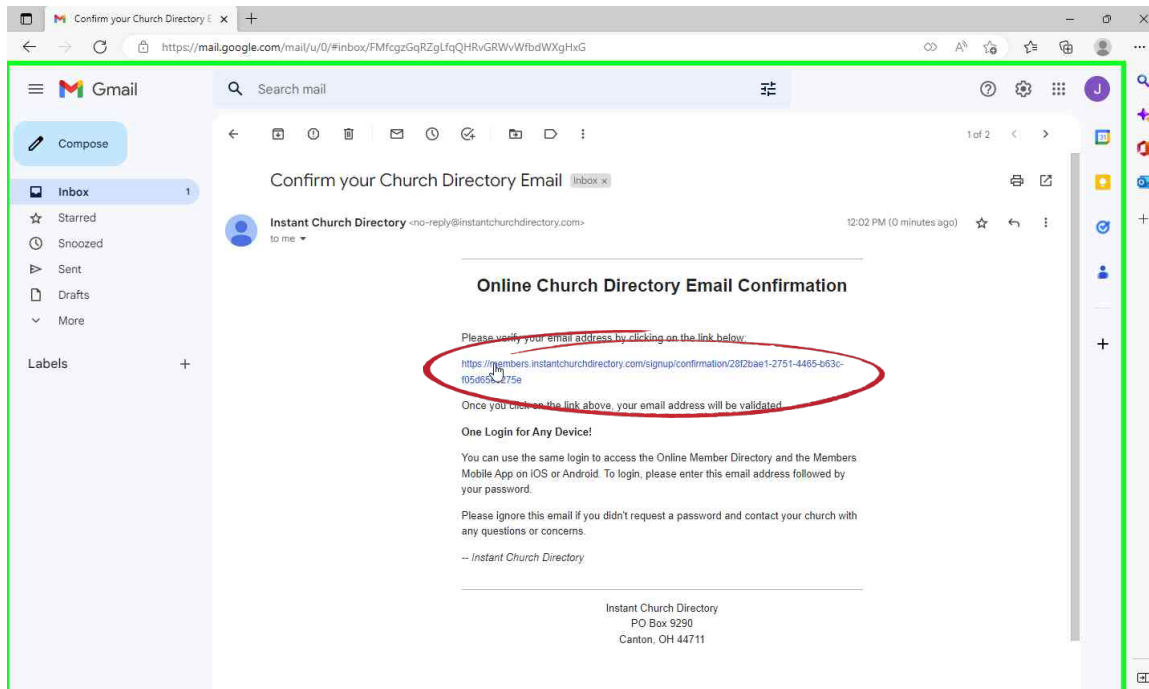
Step 8: Enter your email address and password and click the **Sign In** button.
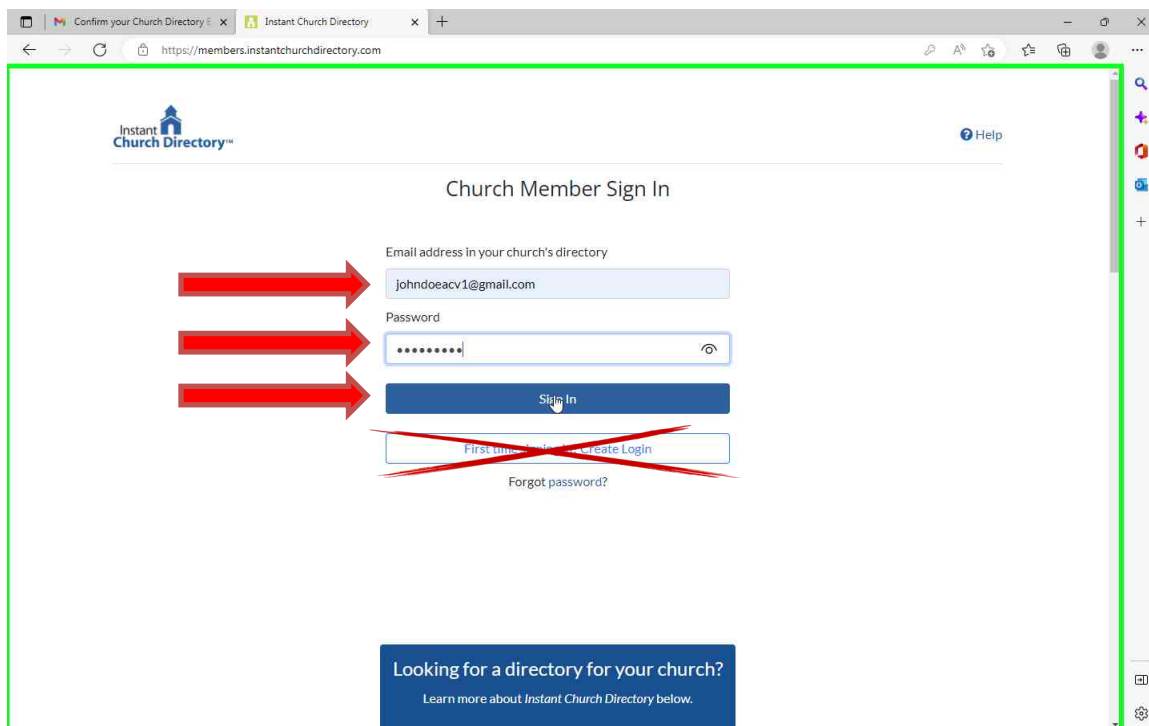
How to Start Using ACV's
Online Photo Directory
on a iPhone or iPad

Before you begin: The email address you plan to use to log into ACV's online photo directory must exist within the directory for you to log in. If you'd like to make sure your email is listed, you can call Member Services at 658-5400, and they can check for you.

Step 1: On your iPhone or iPad, open the App Store app:

Step 2: Search for **Instant Church Directory**. The icon looks like this:

Step 3: Click **Download**. You may need to log into your Apple ID account, so you may need that information (Apple ID and password).

Step 4: After Instant Church Directory finishes downloading and loading, click **Open**.

Step 5: Click the **Create Login** button.

Step 6: Enter your email address. (If you're not sure if your email is included, or if you need to use a different email address, call Member Services at 658-5400.) Create a password for this website, and enter it in both password fields. (If you also use the app, you will use the same email and password.) Click the **Create Login** button.

Step 7: If you entered an email address that exists in the online directory and correctly entered the password in both fields, you will see a message explaining that an email has been sent to your email address.

Step 8: Open your email on your iPhone, iPad, or a computer. You should have a new message from Instant Church Directory with the subject "Confirm your Church Directory Email". Click on that email to open it.

Step 9: Within the email is a link to confirm your email with Instant Church Directory. Click on the link.

Step 10: Clicking the email link will open a browser. Do not log in using the browser. Return to the Instant Church Directory app.

Step 11: Click the **Sign In** button.

Step 12: Enter your email address and password and click the **Sign In** button.