



myCPC

USER GUIDE

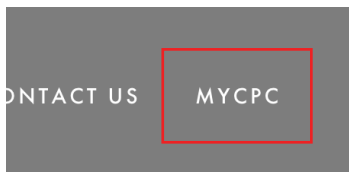
WELCOME TO myCPC

myCPC is Christ Presbyterian Church's secure online people directory and giving platform. To use myCPC you must set-up an account. Once you have an account you can set up a profile and enter your personal and contact information. It is also a platform where you can receive your giving statements.

HOW TO ACCESS myCPC

For video instructions, click [here](#)

STEP 1: Go to christpres.org and scroll down to the bottom. You will see the **myCPC** link on the right side of the navigation in the footer. Click on it.



STEP 2: A page will appear with login and set-up instructions. Read and follow those directions.



SETTING UP YOUR ACCOUNT

If you are a member or attender of Christ Presbyterian Church, you will need to set up a myCPC account. After filling out the form, if your email address match is found in our system, we will send you a login activation email with your new username and a link to set your password. After activating your profile, you can log in to change your username and/or password.

If no email match is found, our myCPC administrator will send you an email with your username and activation link.

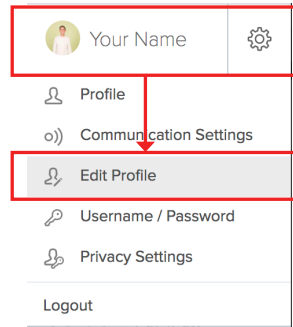
STEP 1: Access myCPC log-in page.

STEP 2: Click the set-up new myCPC account link. This will open the myCPC log-in page. Click on the green **SIGN-UP** link on the left-hand column.

STEP 3: This will open the page where you enter your First name, Last name, email address and mobile phone number to request a username and password. After entering all your information, click on **Submit**. Please allow up to two business days to receive your password.

SETTING UP YOUR PROFILE

STEP 1: After logging in, go to the top right-hand corner of the myCPC homepage where it says your name and click. You will see a drop-down menu; click on **Edit Profile**.

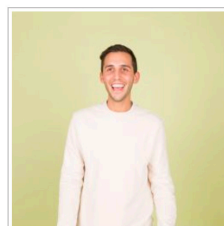


STEP 2: On your Profile page, you will see a green bar. Select the **Basic** tab on the green bar. Enter your personal information such as your gender and date of birth. Then be sure to click **save** on the bottom right-hand side.

STEP 3: To add your profile photo, click **Choose File** and click photo that you have saved on your computer. A photo helps others identify you in myCPC. Then be sure to click **save** on the bottom right-hand side.

✔ Your profile was updated.

YOUR NAME



STEP 4: In the green bar, click the **Address** tab. Fill out your Contact Info so that other members and church staff know the best way to reach you. Then be sure to click **save** on the bottom right-hand side.

Cancel or Save

STEP 5: Go back to the green bar and select the **My Fit** tab. Once you are on the My Fit page, check the boxes next to your applicable passions and abilities. Then be sure to click **save** on the bottom right-hand side.

Cancel or Save

HOW TO GIVE VIA MYCPC

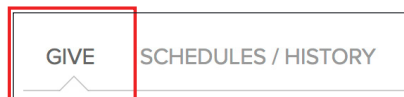
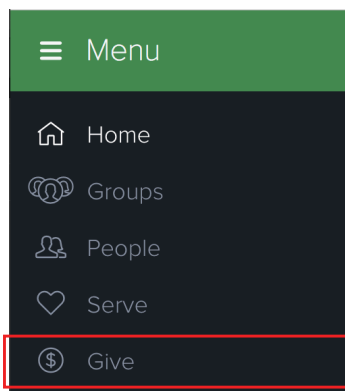
STEP 1: Login to myCPC

STEP 2: Go to the Menu tab on the left. Click on the **\$GIVE** menu item

STEP 3: Select Give on the top of the page. Choose **one time gift** or **repeating gift**. You can choose a designation in the drop-down menu.

STEP 4: Enter your **amount** and click continue.

STEP 5: Fill out your payment info and click **continue**. At the end of the payment process, you will see a receipt screen.



For any questions regarding online giving, contact Serena Lawson at slawson@christpres.org

HOW TO RECEIVE YOUR GIVING STATEMENT

You can receive your giving statement through your myCPC account. If you do not have a myCPC account, you will need to first set up one.

STEP 1: Login to myCPC.

STEP 2: Go to the Menu tab on the left-hand side. Click on the **\$GIVE** menu item. Then select **Schedules/History**.

STEP 3: On the right-hand side you will see a **Giving Statement** button. Click on it.

STEP 4: A window will pop-up and you will be able to choose the **type**, **date range** and **tax deductible status** for your statement. Select what you want and then click **Run Report**.

Step 4 : A PDF will be created for you to save and/or print for your records.

