

# Logging into the App

Below are step-by-step instructions for logging into the App on each Mobile device. If you have already used your email address to create a password on ANY device or online, you can log into another device with the same information.

*First, check that your email is listed correctly in your directory. If there is a spelling error, you will not be able to Create a Login or Sign In.*

*Second, be sure that your church has "Enabled" the "Share Member Apps". If that has not been enabled, you will not be able to Create a Login or Sign In.*

In this Article:

## **NEW Members who have never logged in**

The instructions below are for members who have downloaded the App and are creating a login for the very first time. If you have previously logged into your church's directory and upgraded your app, please follow the ALREADY HAVE A PASSWORD (#HavePassword) instructions below.

iOS App - NEW MEMBERS (Version 2.0 or newer) (#iosnew)

Android - NEW MEMBER (Version 2.0 or Newer) (#Androidnew)

## **Members who have logged in before**

iOS App - Version 2.0 or Newer (#ios2exist)

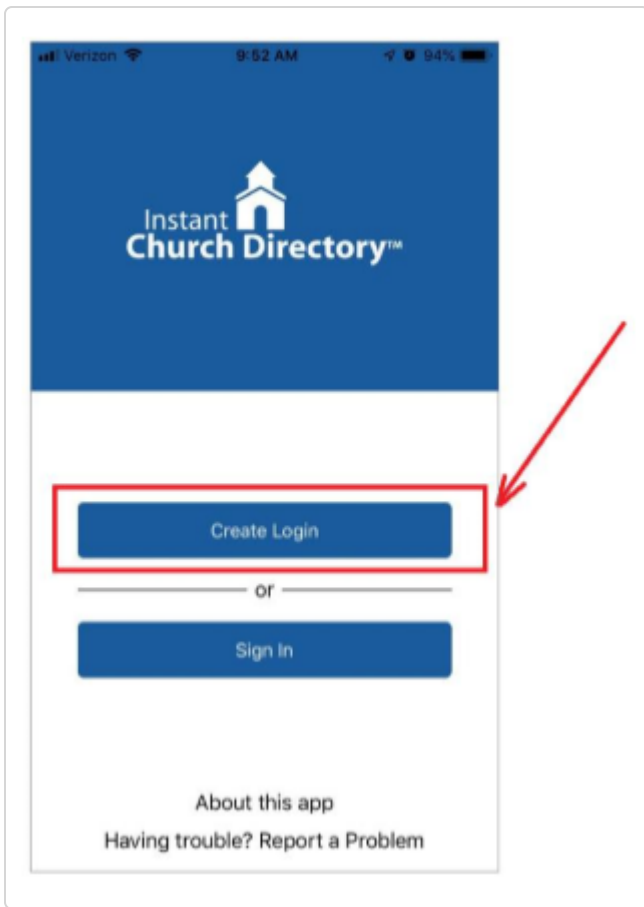
Android - Version 2.0 or Newer (#Android2exist)

iOS App (Version 1.2) (#ios12exist)

Android (version 1.6 or Older) (#Android16exist)

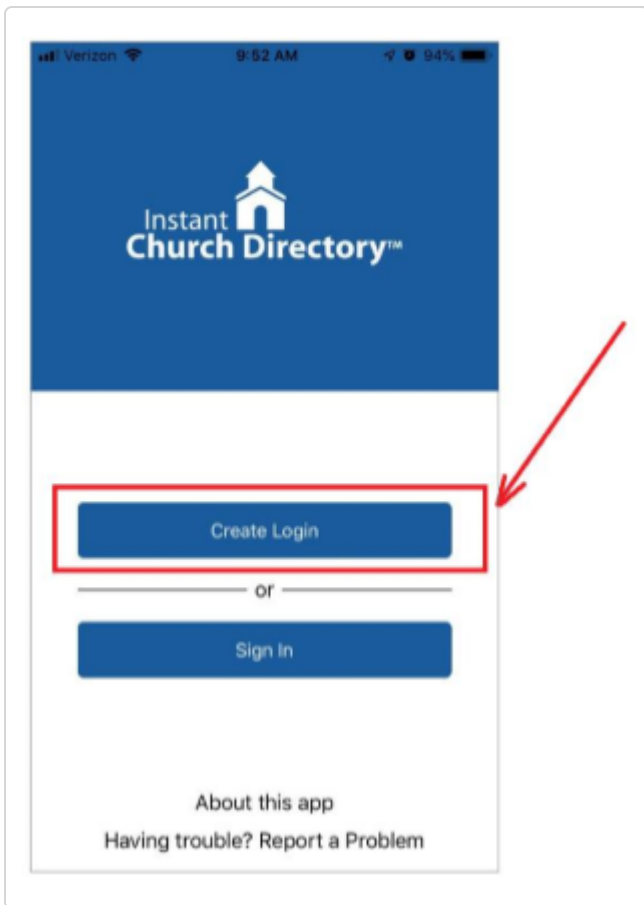
## **NEW Members who have never logged in**

iOs App -NEW MEMBERS (Version 2.0 or newer)



1. Download the App from the App Store. Search for "Instant Church Directory."
2. Open the app. Click on "Create Login".
3. Enter the email address as it is listed in the family portion of the directory.
4. Create a secure password. The password must be 8 characters long and contain at least two of the following special characters: capital letters, numbers or symbols. Retype your password to confirm.
5. Check your inbox for an email from [service@instantchurchdirectory.com](mailto:service@instantchurchdirectory.com)
6. To complete the login process, you will need to verify your email address by clicking on the link sent to you in that email.
7. Once you confirm your email, close the browser window go back to the App Click on "Sign In" to sign into your church's directory using your email and password.

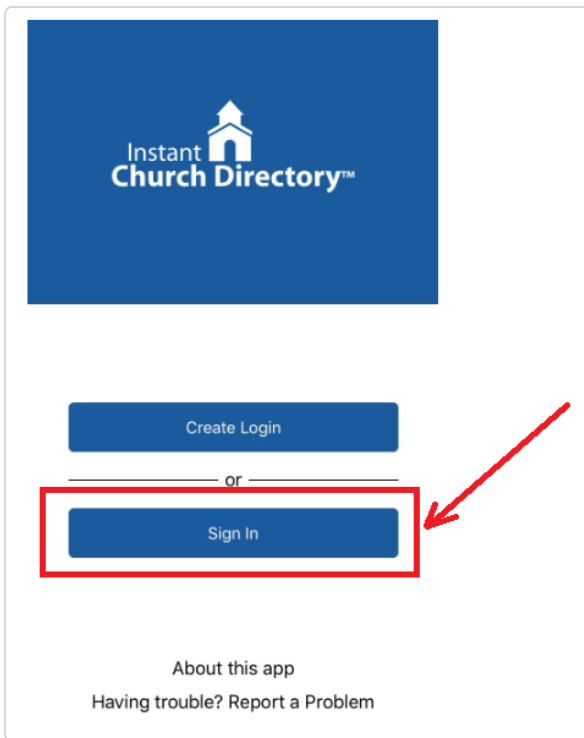
**Android - NEW MEMBER (Version 2.0 or Newer)**



1. Download the App from the Google Play (android devices). Search for "Instant Church Directory."
2. Open the app and click on "Create Login".
3. Enter the email address as it is listed in the family portion of the directory.
4. Create a secure 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 your password to confirm.
6. Check your inbox for an email from [service@instantchurchdirectory.com](mailto:service@instantchurchdirectory.com).
7. To complete the login 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, close the browser window – do not log in on the browser. Open the app and click on "Sign In" to sign into your church's directory.

## **Members who have logged in before**

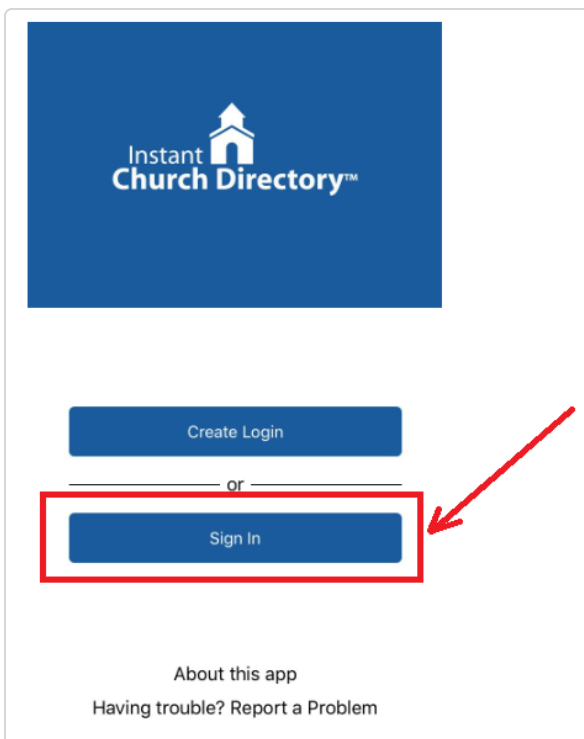
**iOs App - (Version 2.0 or Newer) - or - ALREADY HAVE A PASSWORD**



1. Open the app and click on "Sign In".
2. Enter the email address as it is listed in the family portion of the directory.
3. Enter your password and click the sign in button.

If you do not remember your password or the password we supplied you in the past, select “ **Forgot Password?**” and follow the instructions to reset your password.

#### **Android (Version 2.0 or Newer) - or - ALREADY HAVE A PASSWORD**



1. Open the app and click on "Sign In".
2. Enter the email address as it is listed in the family portion of the directory.
3. Enter your password and click the sign in button.

If you do not remember your password or the password we supplied you in the past, please select "Forgot Password" and follow the instructions to reset your password.

### **iOS App (Version 1.2)**

Please upgrade your App to the latest version by going to App Store. This version is no longer supported.

### **Android (version 1.6 or Older)**

Please upgrade your App to the latest version by going to Google Play. This version is no longer supported.

**Click on the link below to watch a quick video about how members can log into the directory on their Mobile devices:**

01:23 |



Logging Into The Member App from Communication Resources, Inc. (<https://vimeo.com/user9996543>) on Vimeo (<https://vimeo.com/>).

✉ *Still need help? Contact Us (/contact)*

*Last updated on August 17, 2021*