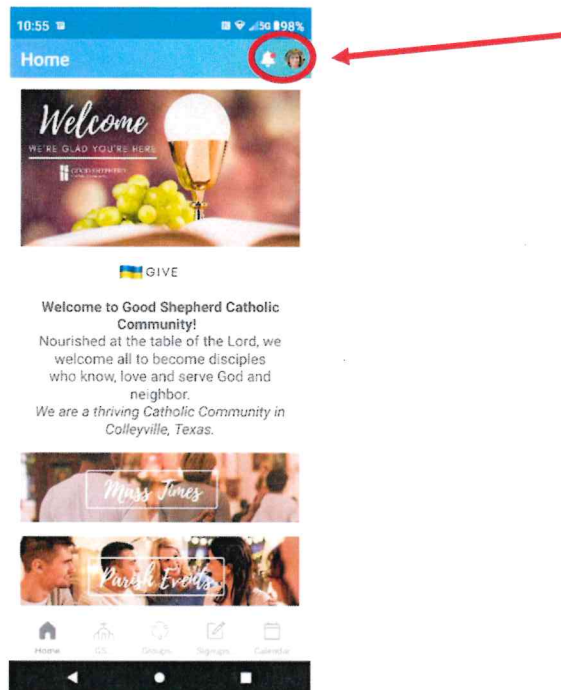


HOW TO UPDATE YOUR HOUSEHOLD INFORMATION IN CHURCH CENTER

CENTER

STEP BY STEP



1. Simply click on the church center icon on your cell phone. If you do not have the app, simply go to your App store, whether that is the iPhone app store or google play for android devices and type in Church Center
2. If you already have the app, login if you're not logged in
3. At the home screen click on your picture, letters, or silhouette icon in the upper right-hand side of the screen; this brings you to your account
4. Under My household, click the picture, letters, or icon of the person you need to update
5. Do that again
6. Here you can do several things: update the picture, mobile phone number, email, or address. If you would like, you can add more information: another phone number, email, or address. Other fields may be changeable as well. You can add things like, school information for the kids, update your marital status or even add medical notes if you would like.
7. Save the information by hitting "Update" in the upper right hand corner of your screen
8. That is it – congratulations, you did it! Exit the profile updates by hitting the back arrow in the upper left-hand side of the screen

You Did It!

Need to add a family member or change a date of birth? Please call the office and we can help!