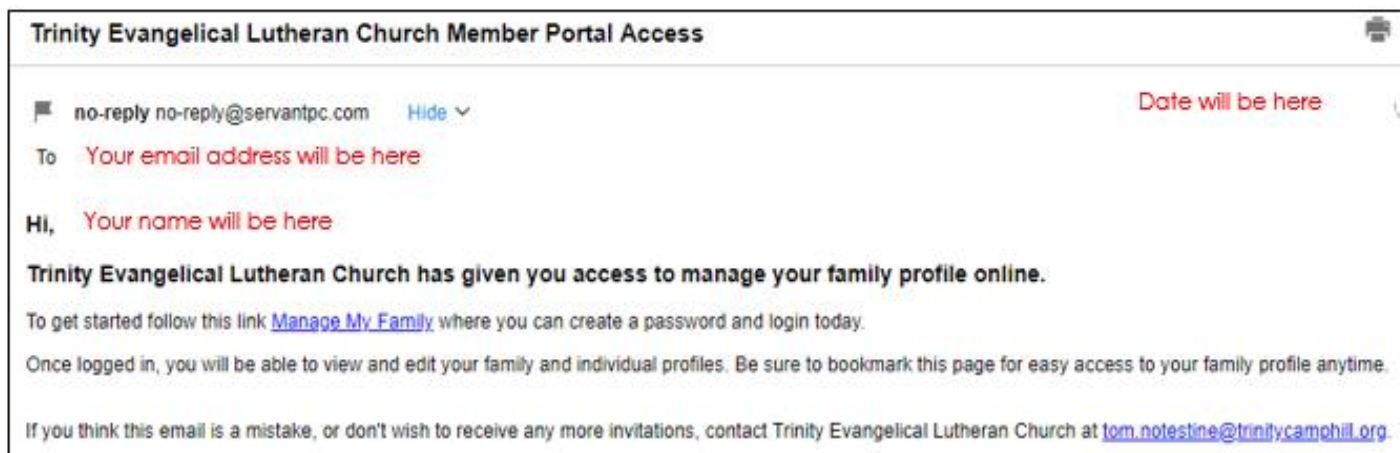# How to Access Trinity's Online Member Directory

Okay, okay, this may look complicated but it's not. Just read carefully. And save this sheet.

STEP ONE. Ask for access to our portal. For security purposes, you CANNOT access the online member directory until you have first made a one-time request to access our church member portal. Go to www.trinitycamphill.org/directory and follow the instructions to fill out and submit the form so that we can verify you are a member who is in our database.

STEP TWO. You'll get an email from no-reply@servantpc.com. After we verify your membership (we do this during business hours, so be patient), you will receive an email **(check your spam or junk mail)** that looks like this:

Trinity Evangelical Lutheran Church Member Portal Access

🖨

📭 no-reply no-reply@servantpc.com   Hide ⌄   Date will be here

To   Your email address will be here

Hi,   Your name will be here

Trinity Evangelical Lutheran Church has given you access to manage your family profile online.

To get started follow this link Manage My Family where you can create a password and login today.

Once logged in, you will be able to view and edit your family and individual profiles. Be sure to bookmark this page for easy access to your family profile anytime.

If you think this email is a mistake, or don't wish to receive any more invitations, contact Trinity Evangelical Lutheran Church at tom.notestine@trinitycamphill.org
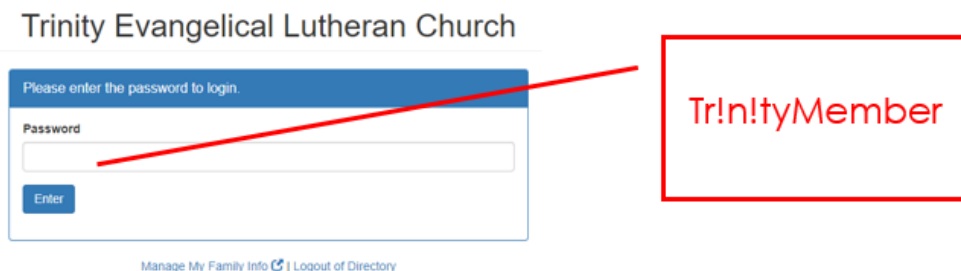

STEP THREE. Create a personal password to your profile (NOT to the directory!). When you get this email, click on the link, "**Manage My Family**," to create your personal password and to log in so that you can view and edit your family and individual profiles that are in our member database. (These profiles are NOT the same as your e-giving profile if you have one). Don't panic! The information you see—including your giving history—is NOT in the online member directory visible to other members.

STEP FOUR. Now you can access the member directory. You can access the online member directory only after you are logged into your profile with your personal password. When there, you will see this option at the bottom:

> Visit Trinity Evangelical Lutheran Church's Directory

STEP FIVE. But you'll need a second, special password—not your personal one. When you click on "Visit Trinity Evangelical Lutheran Church's Directory," you will be taken to another password-protected page as shown below. This second password is set by us, and it is Tr!n!tyMember. (NOTE that the two i's in Trinity are exclamation points.)

Trinity Evangelical Lutheran Church

| Please enter the password to login. |
| Password |
| [   ] |
| Enter |

Tr!n!tyMember

Manage My Family Info ⧉ | Logout of Directory

SAVE THIS SHEET! *Remember, your* personal password *gives you access to your individual and family* profiles*. It's the* second password *that gets you to the* online member directory *visible to other members. It's like two locked doors. Moreover, in the online directory, other members see ONLY your name, address, phone number, email, and children, nothing else, and you can edit your* profile *to make even those items not visible in the* directory*. Questions? Email* tom.notestine@trinitycamphill.org*.*