

Logging into the Online Member Directory Website

Members have access to the electronic directories through Apps or Online. Here are the steps for logging into the Online Member directory from a web browser.

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Logging in the first time

1. Go to members.instantchurchdirectory.com (<https://members.instantchurchdirectory.com/>)
2. Click on the blue button **Create Login** under **First time signing in?**

Instant
Church Directory™

Church Member Sign In

Email address in your church's directory

Password

Sign In

Forgot password?

or

First time signing in?

Create Login

3. Enter the email address as it is listed in the family portion of the directory.
4. Create a 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 the password to confirm it and click "Create Login."

Instant Church Directory™

Welcome!

Get started by using your email address to connect to your church's directory.

It's a good idea to use a strong password that you're not using elsewhere.

Password must be at least 8 characters and contain at least two of the following special characters: Capital Letters, Numbers or Symbols.

Already have a password? [Sign In](#) [Admin Sign In](#)

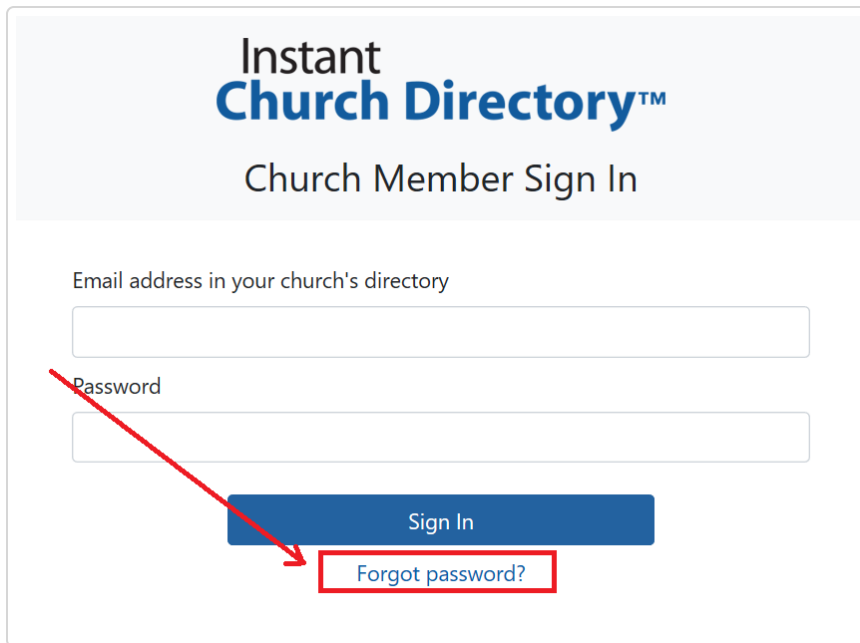
6. Check your inbox for an email from service@instantchurchdirectory.com.

7. To complete the sign-up 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, you may sign at [members.InstantChurchDirectory.com](https://members.instantchurchdirectory.com) (<https://members.instantchurchdirectory.com/>). Your email with the password you created will work on all the Instant Church Directory apps on any device.

What to do if you forget your password

1. Go to [members.InstantChurchDirectory.com](https://members.instantchurchdirectory.com) (<https://members.instantchurchdirectory.com/>)
2. Click on **Forgot Password?**



Instant
Church Directory™

Church Member Sign In

Email address in your church's directory

Password

Sign In

Forgot password?

3. Enter your email address and we'll send you a link to reset your password.
4. Check your inbox for an email from service@instantchurchdirectory.com.
5. Click on the link within the email and follow the instructions. Remember: The password must be 8 characters long and contain at least two of the following special characters: capital letters, numbers or symbols.
6. Once you update your password, you may sign at members.instantchurchdirectory.com (<https://members.instantchurchdirectory.com/>). Your email with the password you created will work on all the Instant Church Directory apps on any device.

Still need help signing in? Please see your directory Administrator.

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

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