

ACCESS ACS User Log-In Instructions

Log onto ACCESS ACS by following these simple instructions:

1. Your EMAIL ADDRESS “**must**” be on file with EBC already before a Log In attempt is made! (Note: To have your email address added to your personal profile, send it to Rosa.cohen@elizabethbaptist.org, and allow 24 hrs to process.)
2. Log onto www.elizabethbaptist.org
(Make sure your POP-UP BLOCKER is “OFF”)
3. Click on “Login”
4. Click on one of the two options: “Member (Click Here)” or “Visitor (Click Here)”
5. **Members who are 1st Time Users should enter the information requested under “Need a login? Click here” section** (i.e. Email, First Name, Last Name), then click the “Find Me” button. STOP, minimize your screen and check your personal email for your assigned username and password (note: this may take a few minutes before the username and password appears). **Copy and paste them into the spaces provided under the “Sign In” section then click the “Sign In” button.** Our system is both space and case sensitive.

6. **Returning Members that have a username and password already should enter the information requested under “Sign In”.**

This allows you to:

- View your Profile
- View your Classes/Available Small Groups
- View your Giving Record/Give Online
- View, download and print your Year-End Official Tax Statement by:

1. Choosing the GIVING tab
2. Choosing MY GIVING HISTORY from the drop down menu
3. Clicking on the PDF Tax Statement button
4. View, print or save your PDF Tax Statement.

7. **Non-Members should click “Visitors”, then enter the information requested under “Need a login? Click here”.**

This allows you to:

- Give online

FOR FURTHER ASSISTANCE:

Concerning Contributions/Finances, please contact...

Deborah Green at Deborah.green@elizabethbaptist.org or 404-691-7869

Concerning ACCESS ACS Login matters, please contact...

Rosa Cohen at Rosa.cohen@elizabethbaptist.org or 404-564-8590

YEAR END INVESTMENT/TAX STATEMENTS

**Please note we will no longer automatically send out investment statements by mail.*

To obtain your Investment Statement, choose from one of the following options:

1. Retrieve it online using Access ACS or
2. Call Deborah Green at 404-691-7869 and request a hard copy of your statement by mail.