

# INSTANT CHURCH DIRECTORY

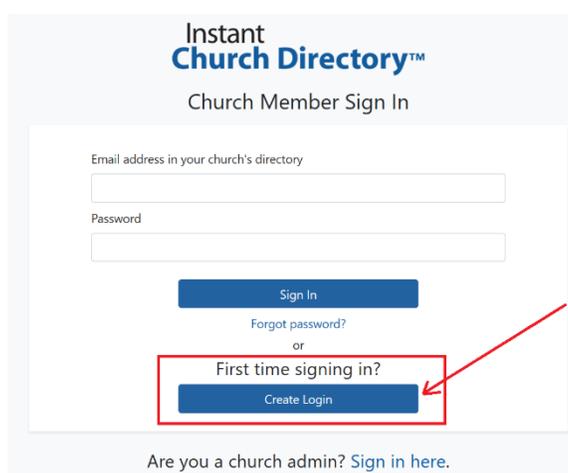
# Saint Mark Lutheran Church



## ONLINE MEMBER DIRECTORY LOGIN INSTRUCTIONS.

### First time signing into the Online Directory or Mobile App?

1. Email Jon Krueger at [jonkruegerdesign@gmail.com](mailto:jonkruegerdesign@gmail.com) and ask him to set your email up in the system.
2. Go to [members.InstantChurchDirectory.com](http://members.InstantChurchDirectory.com)
3. Click on the **Create Login** button under: First time signing in?
4. Enter the email address as it is listed in the family portion of the directory.
5. 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.
6. Retype the password to confirm it and click **Request Login**.
7. Check your inbox for an email from [service@instantchurchdirectory.com](mailto:service@instantchurchdirectory.com).
8. 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.



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](#)

Are you a church admin? [Sign in here.](#)

Your email with the password you created will work on all the Instant Church Directory apps on any device

### Already logged into the Mobile App?

1. Go to [members.InstantChurchDirectory.com](http://members.InstantChurchDirectory.com)
2. Enter your email address listed in the directory and your unique member password.
3. Click **Sign In**.

Need help signing in? Please see your directory Administrator.

**Jon Krueger (616) 745-7944**



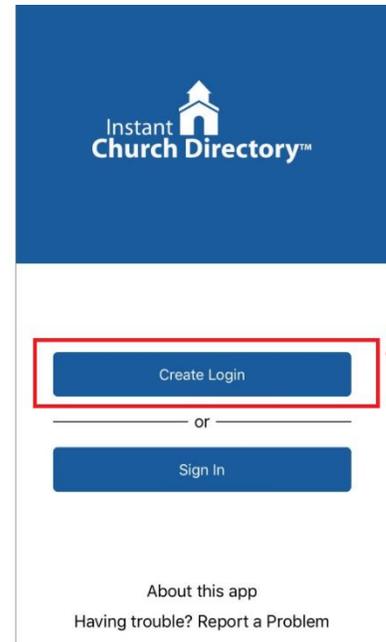
# Mobile App Login Instructions for Android™ & Kindle® Devices

## First Time Signing into Directory (Version 2.0 or newer)

1. Download the App from the App Store.  
*Search for "Instant Church Directory" and look for this icon:*



2. Open the app and click on the **Create Login** button.
3. Enter your email address that is used in your church's directory.
4. Create a password. The password must be 8 characters long and must 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**.
6. Check your inbox for an email from [service@instantchurchdirectory.com](mailto: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 open the app and click **Sign In** to log into your church's directory.



Your email with the password you created will work on all the Instant Church Directory apps on any device, as well as the member website at [members.InstantChurchDirectory.com](http://members.InstantChurchDirectory.com).

## Previously Signed into the Directory (Version 2.0 or newer)

1. Open the app and click on the **Sign In** button.
2. Enter your email address that is used in your church's directory and your personal member password.
3. Click on the **Sign In** button.

If you do not remember your personal member password, click on the **Forgot Password?** link to receive a link to your email to reset your password.

[Need help signing in? Please see your directory Administrator.](#)