

ONLINE INSTRUCTIONS FOR REVIEWING, UPDATING AND APPROVING YOUR CENSUS INFORMATION

Log into your electronic member account via church website

- Visit www.ststephenshouston.org
- At main page, click on **ENTER CHURCH**, then click on the **MEMBERS AREA** on the menu bar.
- You'll be prompted for your login and password. If you have your account set up, enter log in information now.
- After you log in, you'll be directed to the **MEMBERS AREA HOME PAGE**
- Look for the tab labeled **I WANT TO VIEW**, then click on the **MY COMPLETE PROFILE** option.

(If there are no options listed under I WANT TO VIEW, you may need to click on the + button to reveal options)

For this census, we ask that you review the information contained on two tabs: **CONTACT INFO** and **PERSONAL INFO**

- These tabs include your address, phone number(s), email(s), birth date and family members.
- Click the **EDIT** button. Review information on *each tab* and make any necessary changes.
- Once you have reviewed and made changes, hit **SUBMIT** button.
- You are done! Thanks for getting counted in the census!

*** Note: even if you do NOT want to make any changes to the info listed because it is correct, please click on the EDIT then SUBMIT buttons. These steps electronically tell us you have reviewed and approved the existing info.*

NEED A MEMBER ACCOUNT?

If you have never logged into the Members Area before, this is a great time to create and/or activate your account. The Members Area offers helpful information on your St. Stephen's activities, contributions, a member directory and other helpful information – things you cannot access on the public pages of the church website. In general, parishioners who have been attending St. Stephen's for at least six months have the ability to create and activate a member account.

To [Create] your member account, go to www.ststephenshouston.org

- Click on **ENTER CHURCH**, then click on the **MEMBERS AREA** on the menu bar
- Next, click on **NEED A LOG IN**
- You'll be asked for your first name, last name and email. Enter the email you previously provided to the church such as on a welcome card or the email through which you receive the E-Star.
- If you've attended St. Stephen's consistently for at least 6 months **AND** you have provided your email and name to the church office, then the system should automatically recognize you once you enter your email and name.
- If the system recognizes you, a message will pop up: "Recognized! Account information sent to your email."
- Go to your email account and look for a new email from St. Stephen's Episcopal Church entitled "New Account Verification." If you don't see this email in your inbox, check your Spam or Junk folders.
- Trouble shooting: if the system does not recognize your email/name, please contact the church office during regular business hours at 713-528-6665 or assistant@ststephenshouston.org
- Follow the instructions in the email to complete your Member account activation.
- Once you have activated your account and logged into the Members Area, follow the directions above to approve or update your Census information.