

## Overview

The Emmanuel Enid Portal allows you to do many things, such as find events, contribution information, membership directory, and much more.

To access the Portal, go to: <https://my.emmanuelenid.org/portal/> (Don't forget the HTTPS, it is a secured connection!), or click on the "Members" link off the main website (<http://emmanuelenid.org/>)

The navigation pane is found in the "Members" drop down at the top-right of the webpage. This allows you to navigate nearly every aspect of the Portal. They are broken into two sections: Public, and Members.

**Event Calendar** What is going on in the church, event registration, contact information for the event, dates, times.

**Online Giving** or **Recurring Giving** Setup either one-time or recurring gifts electronically.

**Mission Trip Giving** Electronically give to support someone on a Mission Trip

**My Account** Update any of your information within our database yourself. Address, phone, directory photo, email address, etc.

**My Giving** Your giving history.

**My Purchase History** What you've "purchased" or given to (Mission Trip donations, Camp Registration, etc).

**My Contribution Statement** Giving history in a contribution-statement form, usually used for tax purposes.

**My Groups** Which groups you are a member of. (Usually, a small group)

**My Events** Which events you are participating in.

**Church Directory** Directory of church members.

## Creating Your Account and Logging In

Creating your account in the Portal is dependent upon the church office having your email address correct within our system- as that is what links "you" to your account. If the office does not have your email address on file, or it is an old one: your registration process likely will not work and you'll need to call the office to get it updated (580-237-0602).

To create your account:

- 1) Click the "Login" button when reaching the Members Portal.
- 2) Click the "Create Account" button at the bottom of the login form.
- 3) Fill out your First Name, Last Name, Email Address, and Phone Number into this form, and click "Create my Account".
- 4) You will receive an email with a link. Upon clicking this link, you will be asked for the username you which to use (this can be your email address, name, whatever username you'd like to use) as well as setting a password.

Note: Any time your password to the Portal is forgotten, you can use the Forgot Password tool to generate a new, temporary one sent to your email address on file.

## My User Account & Updating Personal Information

This option will allow you to change your directory photo, among other things.

To change your directory photo, choose the picture file you'd like to use as your photo, and click "Upload Selected File".

You may also update any of your information with the church. If you move, change phone numbers, or emails: you can manage all this information yourself from the portal.

You may also update your username or password from this page.

Emmanuel Enid   Public -   Members -   PortalTesting, AppZac   Logout   Show Summary (0)

### My Account

#### Contact Information

Contact Record: PortalTesting, AppTest (Current User)

No Photo Found:  No file chosen

#### Update Contact Record

Prefix:  \*First:  Middle:   
\*Last:  Suffix:   
Nickname:  Date of Birth:   
Gender:  Marital Status:

Online Directory:  Remove me from the Online Directory  
Text Messages:  Do not send me text messages  
Email:   Unlisted  
Mobile Phone:   Unlisted  
Work Phone:   
Home Phone:   Unlisted  
Campus:   
\*Country:   
Address Line 1:   Unlisted  
Address Line 2:   
City, State, Postal Code:

#### Update User Record

User Name:   
New Password:   
Confirm Password:

## Church Directory

The Church Directory is only visible to members- you must have a login to access Directory information.

Our Church Directory functions as an “opt-in” system. By default, only “Common Information” such as your name and photo are displayed in the online directory. A default directory entry looks like the photo on the right. You must “opt-in” to share more information than this to other members.

If you would like more of your own information visible to other members, such as your email, phone, or address, go to “My User Account” and uncheck the “Unlisted” options (below).

Email:	<input type="text" value="TEST@emmanuelenid.org"/>	<input checked="" type="checkbox"/> Unlisted
Mobile Phone:	<input type="text" value="580-237-0602"/>	<input checked="" type="checkbox"/> Unlisted
Work Phone:	<input type="text"/>	
Home Phone:	<input type="text"/>	<input checked="" type="checkbox"/> Unlisted
Campus:	<input type="text" value="Emmanuel Baptist Church"/>	
*Country:	<input type="text" value="United States"/>	
Address Line 1:	<input type="text" value="2505 W GARRIOTT RD"/>	<input checked="" type="checkbox"/> Unlisted
Address Line 2:	<input type="text"/>	
City, State, Postal Code:	<input type="text" value="Enid"/> <input type="text" value="OK"/>	<input type="text" value="73703"/>

To search the church directory, simply login and select the “Church Directory” option in the navigation, and enter someone’s name (First or last), and it returns the list of matches.

## My Events

My Events allows you to see the events you’re involved with and the contact information for the person in charge of the event. You can also cancel (or confirm) event registration from here or view past attended events.

## My Giving

The “My Giving” shows you all recent gifts that have been posted to your account at the church. You can search by month and/or year.

## My Gifts

< Prev All 2014 Next >

Date	Description	Item #	Amount
01/01/2014	One Time Gift to Church General Budget	123	50.00
01/01/2014	One Time Gift to Children's Camp Scholarships	123	25.00
01/01/2014	One Time Gift to Youth Camp Scholarships	123	25.00
01/19/2014	One Time Gift to Church General Budget		50.00
02/16/2014	One Time Gift to Project4Worship		150.00
03/23/2014	One Time Gift to Dennis Treat Mission Fund	456	125.00
04/13/2014	One Time Gift to Church General Budget	789	325.00
			<b>Total: \$750.00</b>

\*Items marked with an asterisk (\*) will not yet appear on your contributions statement.

## My Contribution Statement

The “My contribution Statement” is very similar to “My Giving”, however it will enable you to see your giving in Contribution Statement form, ideal for tax purposes. Also, clicking the “Safe as PDF” option allows you to download your contribution statement in a properly formatted version for record keeping.

Emmanuel Enid Public - Members - Test, Portal Logout Show Summary (0)

### My Contribution Statement - 2014

Statement Year: 2014 Save as PDF

Delivery Preference:  Get Statement Online



Portal Test  
2505 West Garriott Road  
Enid, OK 73703

Pledge:  
Balance:

Donation Date	Payment Method	Item Number	Designation	Amount
01/01/2014	Check	123	Church General Budget	\$50.00
01/01/2014	Check	123	Children's Camp Scholarships	\$25.00
01/01/2014	Check	123	Youth Camp Scholarships	\$25.00
01/19/2014	Cash		Church General Budget	\$50.00
02/16/2014	ACH/EFT		Project4Worship	\$150.00
03/23/2014	Check	456	Dennis Treat Mission Fund	\$125.00
04/13/2014	Check	789	Church General Budget	\$325.00
Giving total through 12/31/2014:				<b>750.00</b>

Thank you. This statement is designed to satisfy the I. R. S. requirements. The listed contributions are for intangible religious purposes. Designated funds are subject to the control of the Finance Committee. Contributions to existing designated funds are welcome. The church is not bound to honor specific recommendations for that fund. Should the church vote to close a fund, the remaining balance will be under the discretion of the Finance Committee.

Emmanuel Baptist Church | 2505 W. Garriott Enid, OK 73703 | 580-237-0502 | Fax: 580-237-0662