Instructions

Welcome to HTCI myApp!

Dear Devotee, please follow below instructions to register your account in the new HTCl devotee Portal. Devotee portal is ready to accomplish more self service tasks to enhance the devotee experience ...

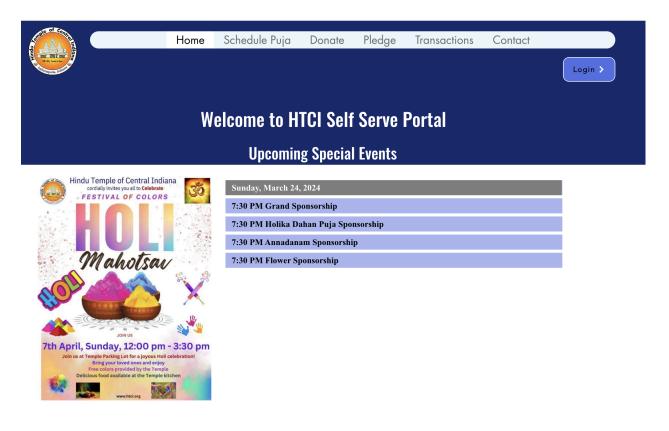
Document has step by step instructions with screenshots to get the account created and complete self service tasks.

** NOTE - Please ensure to READ below instructions before accessing MyApp **

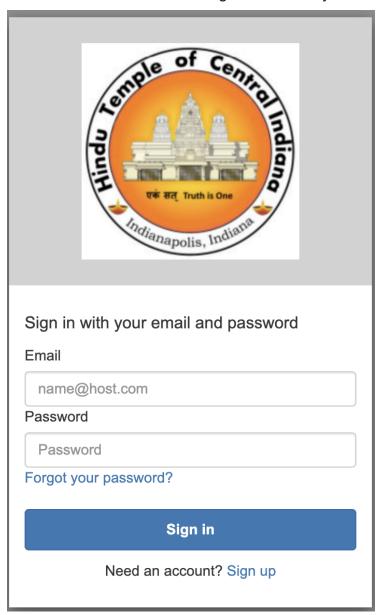
If you are using your mobile phone, please make sure to browse to myapp.htci.org in public mode, private/cognito mode is not supported

STEP# 1 - Getting Started: REGISTRATION to the DEVOTEE PORTAL

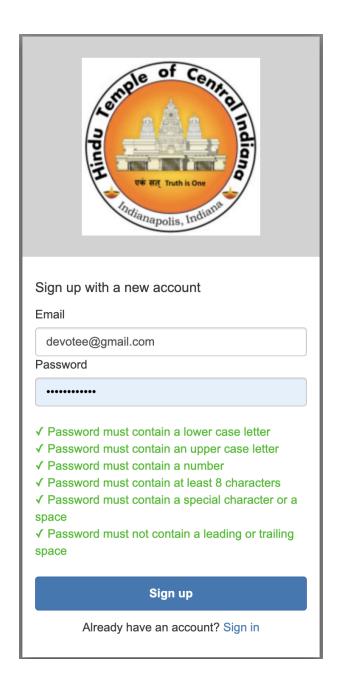
- 1. Access myApp: Visit myApp at https://myapp.htci.org/
- ** NOTE Please ensure to READ below instructions before accessing MyApp **



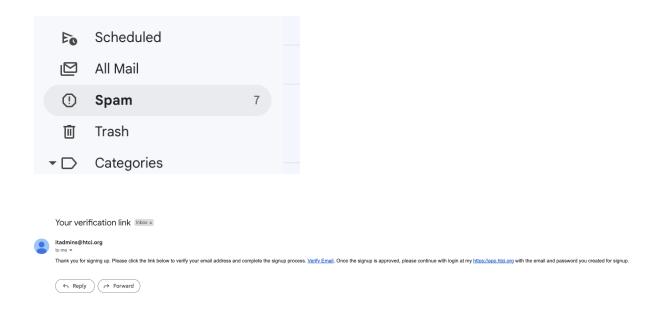
2. Create an Account: Click "Login" followed by "Need an account? Sign up".



3. Enter the **email address associated with your HTCl tax statements** and choose a secure password.

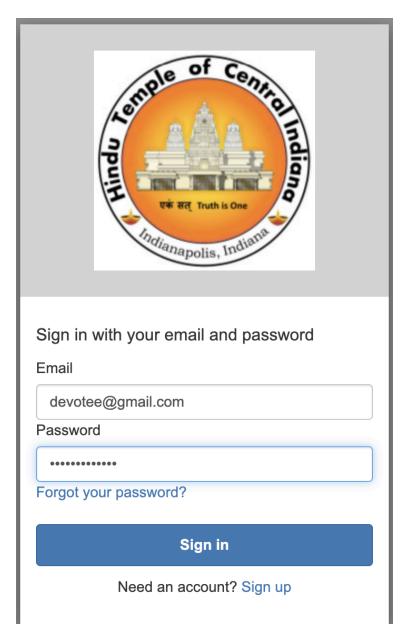


4. **Verify Your Email:** Check your inbox, including spam folders, for a verification email from itsdmins@htci.org. Click the provided link to verify your account.



STEP# 2 - Log in / Registered Users

- Access myApp: Visit myApp at https://myapp.htci.org/
- Enter registered email address and Password
- Click Sign In



It may take few seconds to see the home page

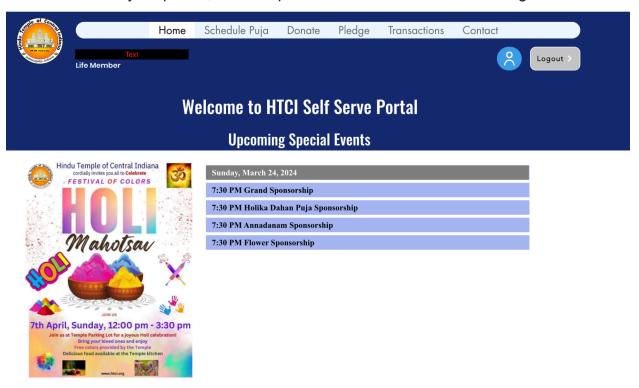
Please wait while we sign you in.

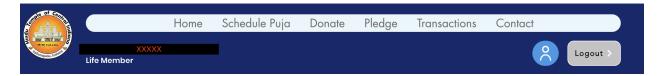
You will be automatically redirected to the home page when everything's ready.

Thank you for your patience.

STEP# 3 - VIEW and EDIT PROFILE

To access your profile, click the profile icon located next to the "Login" button.

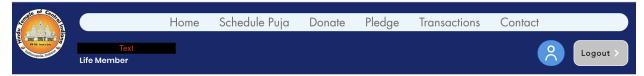




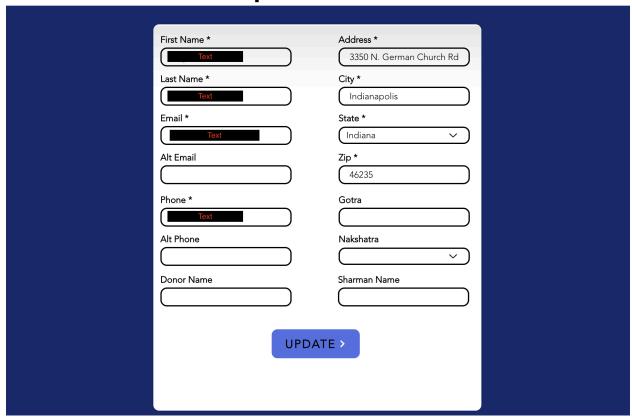
Profile



You can click on Edit to Edit your profile. Once done, click update.



Update Devotee



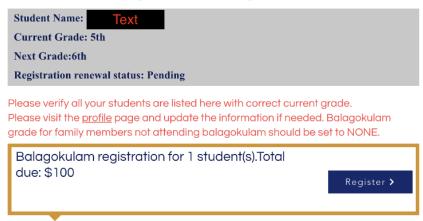
STEP# 4 - Balagokulam Registration

□ Login to the Devotee Portal https://myapp.htci.org
 □ Go to your Profile
 *** NOTE - Please ensure to update the child information **
 □ Please verify all your students are listed here with the correct current grade.
 □ Please visit the profile page and update the information if needed.
 □ Balagokulam grade for family members not attending balagokulam should be set to NONE.



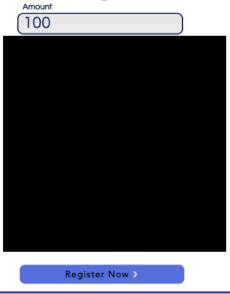
Balagokulam Registration

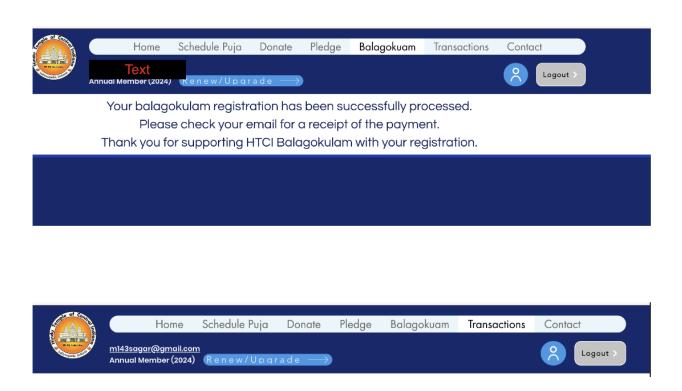
☐ Go to https://myapp.htci.org/balagokulam to register kids



Enter the Payment details:

Balagokulam Registration for 1 student(s)

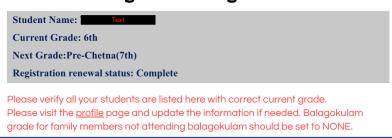




*** Once Balagokulam registration is completed, you will see the next grade of your child in the profile page or once you go to Balagokulam page.



Balagokulam Registration



FAQ:

Q: For myapp registration, if the grade listed for kids is for current year or upcoming year?

A: Before first time registration with myapp - parents have to go in and apply for the current year grade in the devotee portal.

Q: If a new parent is trying to register kids (new to BG) for the next session, should they put next school year grade?

A: For new parents- first time parents- let's say starting at grade 3, should put the kid in grade 2 then register for BG. The app will move the kid to grade 3 with registration

Q: Does the app have awareness of existing registrations and grades and will automatically move currently enrolled kids to next grade level?

A: Yes

myApp upcoming Features:

- Schedule pujas.
- Make and pledge donations.
- View recent transactions.



Need Assistance?

If you encounter issues receiving the verification email or accessing your profile, please utilize the "Contact" option within the menu. Include your email address, full name, and phone number in your message. A representative will be in touch shortly.

