

CHURCHTRAC

OVERVIEW

1. What is ChurchTrac?



ChurchTrac is a Church Management software designed for Churches. ChurchTrac provides **Group and Membership Management, Accounting System** for tracking member's contributions, and giving's.

2. Members Access Features



Church Members has the capability to login to manage and update their profile information (phone, address, email address, etc.). Members can view and print their contributions. This information is online and can be used to complete your Federal Taxes.

3. Member's Login

- 1) Click on this link [ChurchTrac](https://www.churchtrac.com/members?ui=8C158575) to access ChurchTrac online application or enter the following URL in a browser. <https://www.churchtrac.com/members?ui=8C158575>
- 2) The following screen displays.

① Please log in using your email address and passcode.
If you do not remember your passcode, or if you do not have a passcode, click the link below and we'll send a new passcode to your email address.

Enter Your Email Address:
Your Email Address

Enter Your Passcode:
Your Passcode

[I do not know my Passcode, or I do not have a Passcode](#)

Continue

- 3) Click on the "I do not know my passcode, or I do not have a Passcode link.

FAME CHURCH OF ALEXANDRIA



① Please log in using your email address and passcode.

If you do not remember your passcode, or if you do not have a passcode, click the link below and we'll send a new passcode to your email address.

Enter Your Email Address:

Your Email Address

Enter Your Passcode:

Your Passcode

[I do not know my Passcode, or I do not have a Passcode](#)

Continue

If you are not certain, if you are using the correct email go ahead and try it, ChurchTrac will let you know if your email address is not on file.

- 4) A new window displays. Enter your email and a number. And click on the "Continue" link.



① Please log in using your email address and passcode.

If you do not remember your passcode, or if you do not have a passcode, click the link below and we'll send a new passcode to your email address.

Enter Your Email Address:

Your Email Address

Enter the numbers you see:

Type here

369087

Continue

For assistance, If ChurchTrac does not locate your email address send email to:

- MikeMcNair@outlook.com
LouJoyner@gmail.com

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5) ChurchTrac will send you a passcode.

🕒 We just sent you a Passcode. Check your email and enter your Passcode below.
Note: It may take several minutes for your Passcode to be delivered.
Be sure to check your spam or junk folders too.



ⓘ Please log in using your email address and passcode.
If you do not remember your passcode, or if you do not have a passcode, click the link below and we'll send a new passcode to your email address.

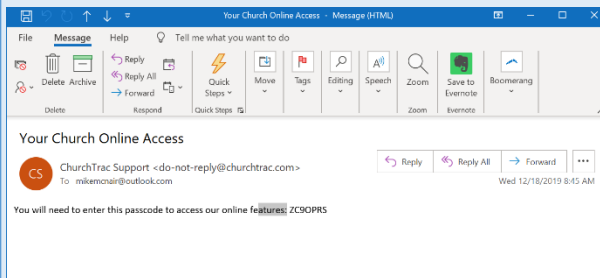
Enter Your Email Address:
mikemcnair@outlook.com

Enter Your Passcode:
Your Passcode

[I do not know my Passcode, or I do not have a Passcode](#)

Continue

6) Check your email for your passcode.



**** If you do receive the ChurchTrac email within 2 minutes, check your spam or junk folder.**

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- 7) Return to your ChurchTrac, enter your email, passcode and click on the “Continue” link. The following window displays.

Your Profile | Directory | Photo Directory | Giving History | Calendar | Sign Out

① Use the fields below to edit your profile. Changes are saved automatically.

User Dummy

Birthday
January 11 Year (opt)

Phone Numbers
Add a New Phone Number

Email Address
mikemcnair@outlook.com

Class

User Dummy's Family

Family
Dummies

Formal Greeting
User Dummy

Informal Greeting
User

Address [Map this Address]
Address
City, ST Postal

Secondary Address [Make Primary]
Address
City, ST Postal

Family Phone
Primary Phone

Include in Member Directory
Yes

Family Members
User Dummy

Review and update to update or correct email address, and phone.

- 8) Changing your passcode.

Your Profile | Directory | Photo Directory | Giving History | Calendar | Sign Out

① Use the fields below to edit your profile. Changes are saved automatically.

User Dummy

Birthday
January Year (opt)

Phone Numbers
Add a New Phone Number

Email Address
mikemcnair@outlook.com

Class

To Change Passcode click here.

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- 9) A window opens requiring you to enter your old passcode and your new passcode and click on the "Submit" link.

Change Your Passcode

Enter your Current Passcode:

Type a New Passcode:

Re-Type your New Passcode:

Submit

Cancel

If sucessful, you will see the following confirmation.