

FOR NEW USERS:

1. Go to www.pcag.org
2. On the Menu, move your cursor over “**MEMBERS’ PORTAL**” (a drop-down menu will appear)
3. Click on “**NEW USERS**”
4. Follow the directions in order to be entered into our Membership Database.
5. Once you have submitted the form, we will enter you and your family members into the Membership Database (this may take a couple of days).
6. After you are added to the Membership Database, you will receive an email within a few days confirming you have been added to the Database. If you do not receive this email, please check your spam or junk folder. If you still cannot find it, please contact the church office and we will resend it.
7. Once you have received your confirmation email, follow the directions below to edit your family information and download your photos.

FOR MEMBERS WHO HAVE ALREADY BEEN ENTERED INTO OUR MEMBERSHIP DATABASE:

ACCESSING PEBBLE CREEK MEMBERS’ PORTAL

1. Go to www.pcag.org
2. On the Menu, move your cursor over “**MEMBERS’ PORTAL**” (a drop-down menu will appear)
3. Click on “**SIGN-IN**” (This will open the “Member’s Portal” page)
4. Click on “**Reset Password**”
5. Enter your family email and click “**Reset Password**”.
6. A password reset link will be emailed to your family email account. (Make sure to check your Junk Mail or Spam folders if you don’t see it in your Inbox)
7. Open the email entitled “Pebble Creek Assembly of God, Password Reset Link”.
8. Click on the link (a new “Members’ Portal” page will open)
9. Create a new password (From now on, you can use your family email and your password to login in to the Members’ Portal).
10. Click “**Sign In**” in order to login and enter the Members Portal.

FOR MEMBERS WHO HAVE ALREADY BEEN ENTERED INTO OUR MEMBERSHIP DATABASE (CONTINUED):

EDITING FAMILY DETAILS

1. Click “**Family Details**” in the menu across the top of the page.
2. In order to edit your family photo, click on the image box for your family photo.
 - a. Follow the instructions on the webpage.
3. You can edit your family information by clicking on “**edit**” next to your Family Name.
 - Near the bottom of the page you will see the question, “**Include in Directory?**” Make sure you select “**Yes**” if you want your information and photo to be included in our church directory.
4. Click on “**Save Family Changes**” to save the information you entered.
5. Once your information and photo are approved, you will be able to view it online. We will try to approve it as soon as possible.

EDITING FAMILY MEMBER DETAILS

1. Click “**Family Members**” in the menu across the top of the page.
2. In order to edit your family member photos, click on the image box for your family member photo.
 - a. Follow the instructions on the webpage.
3. You can edit your family member information by clicking on “**edit**” next to your family member’s name.
4. Click “**Save Individual’s Changes**” to save the information you entered.
5. Once your information and photo are approved, you will be able to view it online. We will try to approve it as soon as possible.

In the Members’ Portal, you can also view Church Members birthdays, anniversaries, and access and print out the Church Directory. All these resources are accessible from the Menu bar at the top of the page.

If you need assistance or have any questions, please contact me and I will try my best to answer your questions.

Blessings!

J.C. Cooke

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