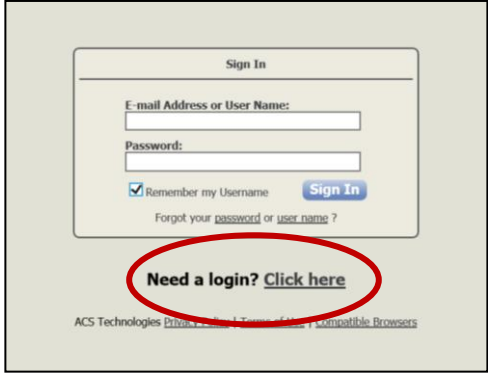
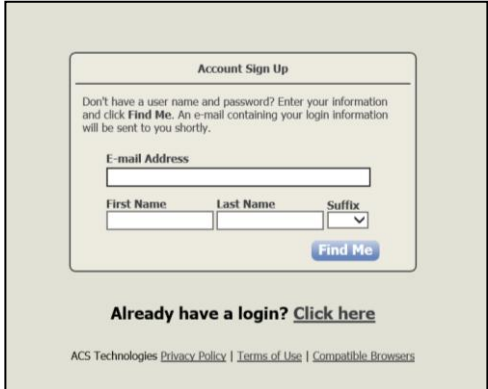
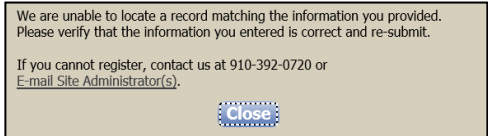
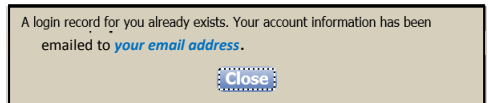


Instructions for Obtaining an ACCESS Login

<p>1. Using an internet browser,</p> <p>a. Go to http://www.stmarkcatholicchurch.com. Under the “Information” tab click on “ACCESS” and select “Obtain a Login” OR</p> <p>b. Go directly to the ACCESS website at: https://secure.accessacs.com/access/memberlogin.aspx?sn=90709</p>	
<p>2. The Access Sign In screen will display.</p> <p>Click on Click here next to Need a login?</p>	 <p>The screenshot shows a 'Sign In' form with fields for 'E-mail Address or User Name:' and 'Password:'. There is a 'Remember my Username' checkbox and a 'Sign In' button. Below the form, the text 'Need a login? Click here' is circled in red. At the bottom, there are links for 'ACS Technologies', 'Privacy Policy', 'Terms of Use', and 'Compatible Browsers'.</p>
<p>3. An Account Sign Up screen will appear.</p> <p>Enter your email address, first name, and last name. The suffix field is optional.</p> <p>When you have entered the information, click on the Find Me button.</p>	 <p>The screenshot shows an 'Account Sign Up' form. It includes a text field for 'E-mail Address', and three fields for 'First Name', 'Last Name', and 'Suffix'. A 'Find Me' button is located below the fields. At the bottom, there is a link 'Already have a login? Click here' and footer text for 'ACS Technologies', 'Privacy Policy', 'Terms of Use', and 'Compatible Browsers'.</p>
<p>4. If you are not found in St. Mark’s records (e.g. you are not registered with St. Mark or your first name, last name or current email address does not match our database), a message will appear. Please contact an ACCESS Administrator at office-secretary@stmarkcatholicchurch.com.</p>	 <p>The screenshot shows a message box with the text: 'We are unable to locate a record matching the information you provided. Please verify that the information you entered is correct and re-submit. If you cannot register, contact us at 910-392-0720 or E-mail Site Administrator(s).' There is a 'Close' button at the bottom right.</p>
<p>5. If your account is found in St. Mark’s records with your matching email address, an email will be sent to you. The email will contain your ACCESS username, temporary password and the link to sign in to ACCESS.</p>	 <p>The screenshot shows a message box with the text: 'A login record for you already exists. Your account information has been emailed to your email address.' There is a 'Close' button at the bottom right.</p>
<p>6. When receive the email, go to the Access Sign In link. Enter the user name and password you received and click on Sign In. (If you prefer, you can enter your email address instead of your user name.)</p> <p>If the system requires you to change your password, enter a new password of your choice.</p>	