

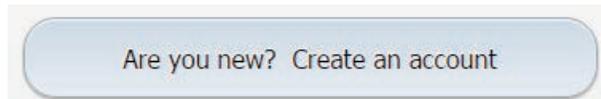
# Creating a Connect Account Online

(See pg. 2 for creating an account through the CCPC Mobile App)

1. Go to the church web site [www.ccpc.us](http://www.ccpc.us), and click on the “CCPC Connect” button in the top right corner

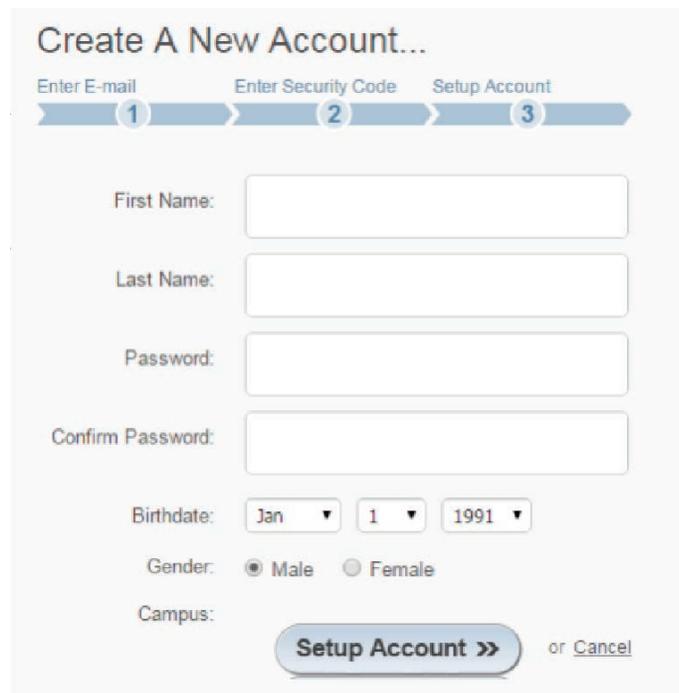


2. Click on the “Are you new? Create an account” button



3. Enter the your e-mail address (the one that the church has on file for you), and click the “Next step” button.
4. The system will send you an e-mail with a security code. Keep the Connect browser window open, go to your e-mail program and get that code, and come back to the Connect window and enter it. Click the “Next Step” button.
5. Enter your first and last names, create a password, enter your birth date (which will not be visible to other Connect users!), indicate your gender, and click the “Setup Account” button.

## You're done!

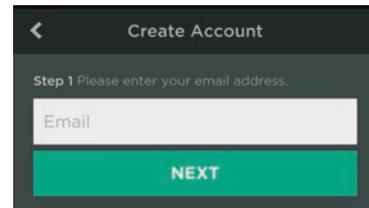


### Notes:

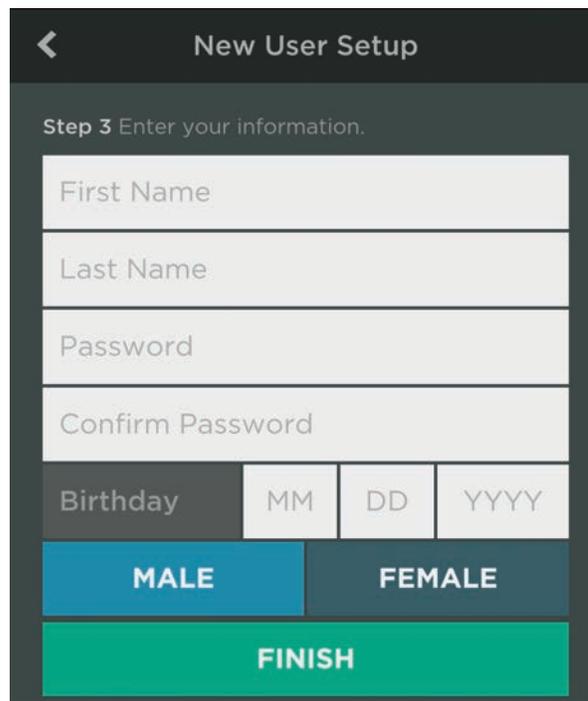
1. If you use the e-mail address that the church has in the system for you, your user account will link up with your database record automatically. It may be worth a call to the church office to make sure we have your correct e-mail address.
2. When you create an account, you may not get immediate access to the Church Directory. There is a security feature that requires a staff member to approve your access, so that the people who have access to the information in the directory are people we know. Please allow 2 business days for your access to be approved.

## Creating a Connect Account through the CCPC Mobile App

1. Go to the App Store (for iPhones or iPads) or Play Store (for Android phones), and search “CCPC.” Download and install the CCPC Connect Mobile app.
2. If it asks you for your church’s website URL, enter “www.ccpc.us”
3. Enter the your e-mail address (the one that the church has on file for you), and tap the “Next” button.
4. The system will send you an e-mail with a security code. Go to your e-mail program and get that code, and come back to the Mobile App and enter it. Tap the “Next” button.
5. Enter your first and last names, create a password, enter your birth date (which will not be visible to other Connect users!), indicate your gender, and click the “Finish” button.



You're done!



### Notes:

1. If you use the e-mail address that the church has in the system for you, your user account will link up with your database record automatically. It may be worth a call to the church office to make sure we have your correct e-mail address.
2. When you create an account, you may not get immediate access to the Church Directory. There is a security feature that requires a staff member to approve your access, so that the people who have access to the information in the directory are people we know. Please allow 2 business days for your access to be approved.