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## CHURCH

### Accessing the IDC Church Member Website and Smartphone App

#### Logging into Elexio Pulse (web portal):

1. Go to: <https://idcraleigh.elexiopulse.com>
2. If you have your password already (you should have received a temporary password via email), login using that and your email address as your Username.
3. If you don't have a password, click on the **"Forgot Your Password?"** link and follow the directions from there. Once you get your temporary password via email, start this process over.
4. Once you logged in for the first time, change your password to one of your choice and explore the site. You'll see there's a lot of great information about IDC, including your Growth Group roster, Church Directory, your personal giving information, a link to sign up for online giving, etc.
5. Fill in any missing information on the **"My Info"** page, including uploading of personal and family photos. Uploading a photo is especially helpful for others to get to know you and vice versa, so we highly encourage you to do so.
6. Bookmark or make the main page one of your Favorites.

#### Installing the Elexio Smartphone App:

In addition to the Pulse web portal, Elexio also has an accompanying Smartphone app that enables you to access much of the same information via your iPhone or Android device. To install it on your phone or other device follow the below directions:

1. Enter the Apple App Store or the Android Play Store and search for **"Elexio"** and you'll see the app called **"My Church."** From there install the app as you normally would.
2. The first time you log in, you will need to enter the church's website:  
<http://www.idcraleigh.com>
3. You will then be taken to the **"Contact the Church"** screen. Press the menu button in the top left of the screen in order to see the Main menu of options. It works just like the Facebook app. If you try to access a feature like the Church Directory or Online Giving, you will need to login. Login using the same Username and Password that you use for Elexio Pulse.
4. Consult this page <http://help.elexio.com/wave/overview> if you have any questions or want to find out more about the features and how to use the app.



## Elexio Online Giving Instructions

IDC members can also setup online giving through Elexio (either the web portal or smartphone app). You can still give in person on Sundays or through Paypal, but with this new giving option you now have an easier and more efficient way to give online that also avoids some of the cost of using Paypal. Below are the steps to get it setup.

1. Go to <https://idcraleigh.elexiopulse.com> and login using your Elexio Username (your email address) and password.
2. Select the "**Giving**" tab on the upper right of the screen.
3. Select the "**Click Here to Give Now**" button.
4. If you are setting this up for the first time, select the "**+ Add**" button.
5. Enter your credit/debit card or bank account information (for automatic drafts). Note that bank account transactions have negligible fees imposed so that's our preference, but you can still do a credit/debit card if you prefer.
6. Enter the amount and which fund you want it to go to (General, Missions, Expansion, or Adoption).
7. You can also set it up as a recurring (automatic) transaction if you'd like.
8. Select the "**Submit**" button when everything is complete.