

## Manage Your Directory Listing

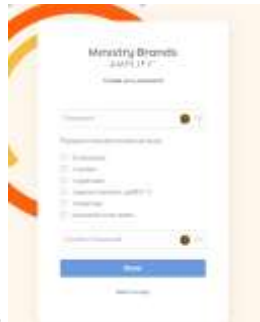
## 1. We Need Your Email

- a. Send an Email to [info@longviewchurchofchrist.org](mailto:info@longviewchurchofchrist.org)
  - i. Include Name, Cell Phone, and email address.
- b. Or sign list in foyer.

2. You will receive an invitation to create an account in the email.

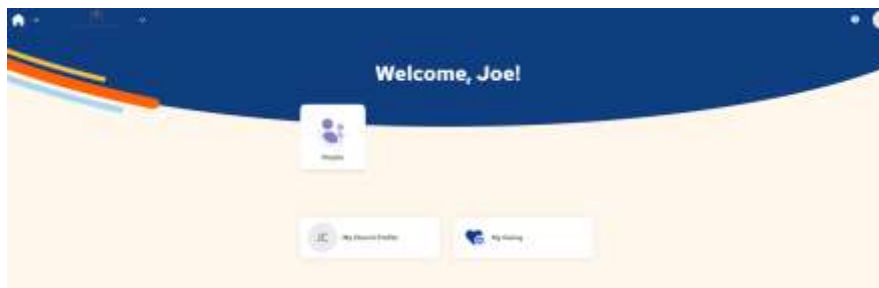


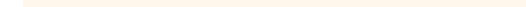
- a.
3. Click the button “Accept Invitation”
  - a. Follow Instructions to create a password.

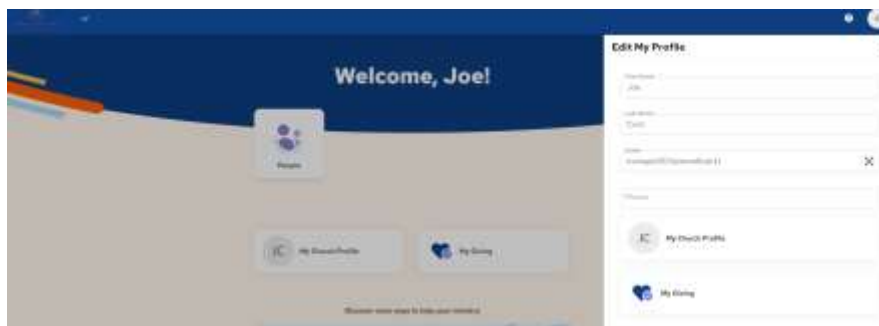


- b. Username = email address
4. You're official!

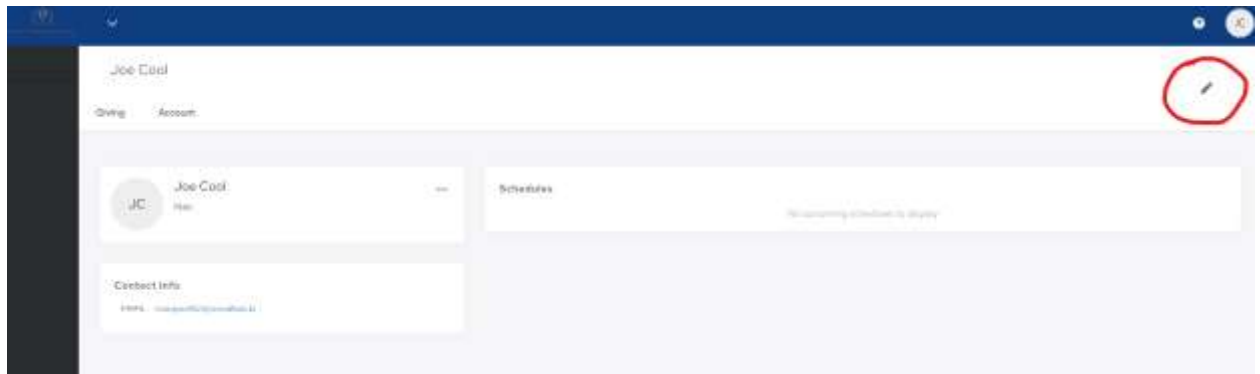
- a. In the future, access your account using
  - i. <https://account.myamplify.io/> OR [longviewchurchofchrist.org](https://longviewchurchofchrist.org) - Member Login



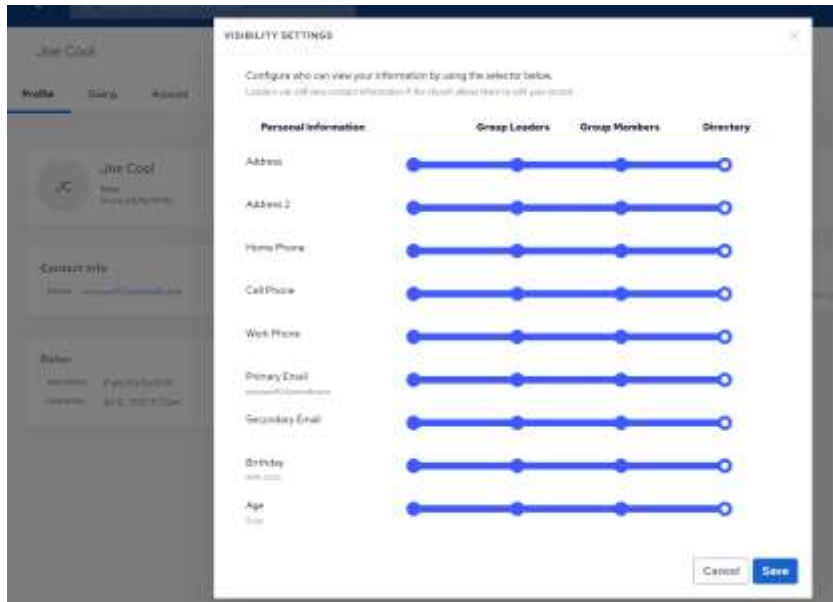
- b. 
5. If needed, edit Your Email and Phone Number using “Edit My Profile” in Upper Right Corner
  - a. (Also available in Mobile App)



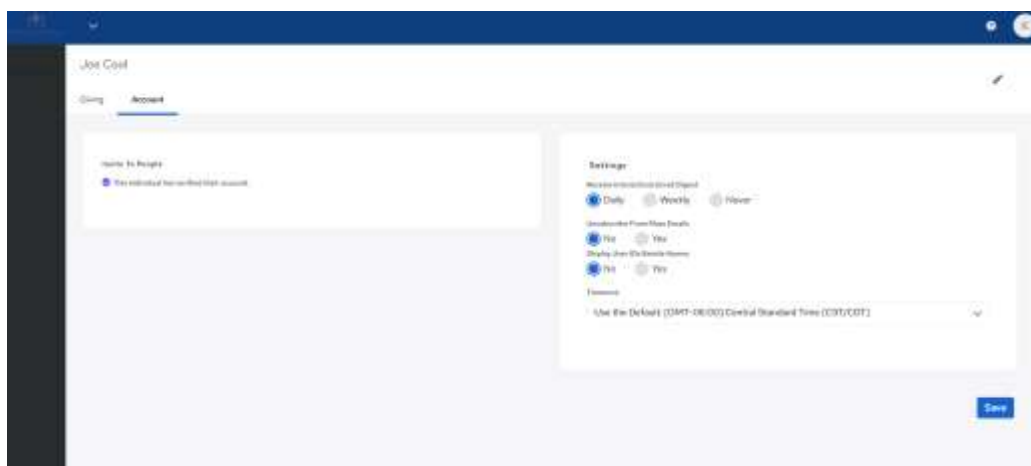
6. Click on “People” to access the Church Directory
  - a. Also Available on Mobile App
  - b. You can search the directory for other members and edit your own information.
    - i. If you’ve been grouped as a Family, you can see your family members and edit their information as well.



- c.
7. Click the 3 dots next to your name to change your Profile Visibility.



- 8.
9. Subscribe / Unsubscribe from emails



- a.