



What is MyCPC, and who can use it?

MyCPC is a feature of ACS Technologies, the church's database management system which Central Church has used for many years. Our database contains membership records, financial data, and calendars. MyCPC allows members to view and manage their own data, including setting up and managing online giving.

The only requirement for using MyCPC is that you must already be in the CPC database with a current email address on file. If you're not certain whether you're in the database with a current email address, or if MyCPC doesn't recognize you, just send an email from the address you wish to have on file to Linda Massengill by [email](#), and we will ensure that you're properly entered!

MyCPC will enable you do the following things:

- Navigate your customized dashboard to update your profile and account information, provide link(s) to your social media accounts, and view your giving and pledge history.
- Search member directory by family or individuals to access mailing addresses, phone numbers, and email addresses.
- Manage your groups. Utilize features within your group settings to send notifications and emails.
- Search the church events calendar or manage your own events calendar. Only interested in specific calendar or group notifications? Tailor what you see by subscribing to individual calendars or RSS feeds
- Register online for events
- Give toward your pledge or contribute electronically as well as make online payments for mission trips, flowers, special offerings, or use of facilities (including weddings)

More features will be added in time, depending upon demand!

Logging in for First-Time Users

We invite you to become a MyCPC user by going to the Member Login page of our website (cpcatlanta.org), clicking the Connect tab/MyCPC, and then clicking on the “Need a login? Click Here!” button. Enter your email address and name as they appear in CPC records.

In the Account Sign Up screen, enter your first name, last name, and email address. The suffix field is optional. When you have entered the information, click the “Find Me” button. Note: Your First Name, Last Name and email address MUST match with our database or you will not be given an account. If you do not have an email address on file or if your email is not recognized, contact Linda Massengill by [email](#).



Sign In

E-mail Address or User Name:

Password:

Remember my Username **Sign In**

Forgot your [password](#) or [user name](#) ?

Need a login? [Click here](#) 

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If MyCPC doesn't recognize your email address and name, email Linda Massengill with the information you would like to use for this purpose, and we will adjust your records appropriately.

When you have successfully completed the Account Sign Up, you will receive an email containing your username and temporary password for logging in to MyCPC. When you have received it, return to the Member Login page and log in. You will be required to change your password on your first successful login to a password of your choice.

To protect your data, MyCPC requires that passwords follow these rules:

- It may not contain parts of your username or e-mail.
- It may not include any of the following characters: < & > / \ ; % ' .
- It must contain two or more numbers.
- It must contain both lower and upper case characters.
- It must be over 8 characters long.

The system will also recognize you by a “User Name,” which will be your first and last name from the CPC records, concatenated without a space (plus, of course, your password).

Record your password in a safe place! If you forget your password, the Member Login screen will send you a temporary login so you can set a new one. However, it must be substantially different from your last two previous passwords!

Managing your personal data

Once you have logged in, you may view your personal data and edit it as needed. You can even upload a photo, if you wish! Photos must be in .jpg format. You may also review your recent giving record. Unfortunately, giving records prior to 2018 are not available on MyCPC. If you edit any of your data, your edits will be registered in the database the next time the database is updated, which may be as long as a day or so as they must be approved by the church staff prior to becoming permanent.

Should you need assistance, click on the “More info” link in the upper right corner of the page, and MyCPC documentation will open in a separate window. If you need further assistance, click on the “Report a Problem” link and you will be able to write a message to one of us who maintain this system. We will try to help you as soon as possible!

The screenshot shows the MyCPC dashboard with the following components:

- Navigation Tabs:** Home, Directories, Groups, Events, Giving, Serving
- I Want to View...:**
 - Available Small Groups
 - Available Registrations
 - My Complete Profile
 - My Giving History
- Search:**
 - Last Name:
 - First Name/Goes By Name:
 - Search button
- My Calendar:**
 - Wednesday, February 07, 2018
 - Table with columns: Time, Event, Location
 - Calendar grid for February 2018 and March 2018
- My Groups:**
 - My Activities
 - Table with columns: Name, Action
 - Example: Diaconate > Class of 2010
 - Action dropdowns: I want to... with Go buttons
- My Giving Summary:**
 - Show Giving
 - My Giving History
 - Manage Scheduled Giving
 - My Pledge History
 - Give Now button
- My Registrations:**
 - Show History
 - My Registrations | My Guest Registrations
 - Table with columns: Event, Start Date, End Date, Total Cost, Amt Paid, Amt Due, Status

Following is a brief discussion of how you may use the features and tabs presented to you.

Home

- **My Overview**
Your dashboard, with MyCPC to main features of your records

- **My Profile**
Personal contact information, photos, social networking links
- **My Account**
Option to change your email, password, and social networking info
- **Directories**
Search for contact information for CPC members, view photos of members, etc.

Groups

- **My Groups**
Displays a list of all activities in which you are involved at CPC. From this screen you can send a message (email) to folks in your group.

Events

CPC Calendar (also available on your dashboard page)

Giving

- **Give Now**

Set up a one-time or recurring contribution
- **My Scheduled Giving**

Displays the date and amount of your next scheduled contribution. From this tab, you can reassign payment methods, and edit or deactivate contributions.
- **My Giving History**

See your Year-To-Date (YTD) giving history and pledge history [Note: this information is also available in the “My Giving Summary” section of your dashboard page.]

Note that any requested changes to your personal data will not take effect until they have been accepted into the main database by our staff. This update may take a day or two. Off-line giving (e.g., checks and cash gifts) will be posted approximately once a week.

More About Electronic Giving

The Giving tab lets you set up, monitor and manage your giving and payments to CPC. If you have submitted a 2018 pledge, your progress toward that pledge will be shown, as well as any other gifts and payments to special funds such as flowers, mission trips, denominational offerings, etc.

Home Directories Groups Events Giving Serving

Give Now My Scheduled Giving

Gift Funds Payment Method Review & Process Receipt

1 2 3 4

How much would you like to give? ex: 50.00

How often would you like to give? One Time Recurring

When would you like to give? 2/7/2018

Continue >>

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This screen lets you specify either a one-time gift, or set up a recurring donation. The continuation screens let you specify the payment method (credit card or bank account direct transfer), as well as selecting the fund to which your donation/payment should go.

The online giving process is made up of five steps:

Step 1 - Enter the gift amount and how often you want to give. You may select a recurrence pattern, from the options described in the table below.

Step 2 - Select the funds to which you want to give from the list provided.

Step 3 - Select a payment method. Supported methods include credit card or direct transfers from your bank account. Note: credit card payments incur an extra charge, which will be deducted from your specified gift amount, so that the CPC actually receives less than the full amount of the gift.

Step 4 - Review and process your gift. Once a single gift is processed, it may not be cancelled. However, a recurring gift may be adjusted at any time.

Step 5 - View and print your receipt. You must perform each step to complete the online giving process.

Recurring gifts

You may specify a gift to be given on a recurring schedule. Optional recurrence patterns include:

Weekly	Select this option to give the gift every week on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
Every 2 Weeks	Select this option to give the gift every two weeks on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

Once a Month	Select this option to give the gift every month on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
Every 3 Months	Select this option to give the gift every three months on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.
Twice a Month	Select this option to give the gift twice a month on two dates you specify. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments. The default 1st Payment and 2nd Payment dates are the 1st and the 16th. The gift is transacted on the first available date; if you enter the 5th and the 25th for the dates but it is the 10th, then the gift will not be transacted until the 25th.

If you set up recurring giving to occur on the 28th, 29th, 30th, or 31st of the month, the following rules apply:

Date	When Transaction Occurs
28th	On the 28th day of the month
29th	On the 29th day of the month, unless February or a leap year
30th	On the 30th of the month unless it is February
31st	On the 31st of the month, or the last day of the month if it does not have 31 days.

If you set up recurring giving to stop on a day that falls within the scheduled frequency, the donation is still transacted. For example, if a recurring gift is set to end on the 30th of the month, the gift is made on the 30th even though it is the final day of the scheduled frequency.

Once you have set up a gift, you may print out a receipt using the Print button on the screen. You will also receive an email acknowledgement of your gift.

Future instances of a recurring gift may be changed or deleted at any time, using the Managed Schedule Giving tab under the main Giving tab. Click on the pencil icon under "Actions" to modify the gift.



ChurchLife™

When you have successfully completed the Account Sign Up process, you can use the same credentials to log in to ChurchLife™--the ACS Technologies' smart phone app. Once you have downloaded the app and entered your username and password, you will have instant access to the CPC calendar, directory, groups, and giving. You can also register for events as they become available. You will be amazed at how easy it is to give using this app! The steps for giving are the same as online giving.



Text to Give

For many of us, texting is one of the main ways of **communicating**. Now, it can be one of your main ways of **giving**, too! Simply text **cpcatlanta** to 73256. Click the link you receive in your text message response, and follow the prompts to give.

Site security

Please be assured that the confidentiality of your data is our utmost priority. Your data is only available online to you, unless you choose to subscribe to ministry groups managed in this web site. These groups will have MyCPC to your contact information only, not your giving record! With each item in your personal profile (phone numbers, email address, etc.), you may change it with the “edit” pencil and specify whether that information is to be listed or unlisted. You may mark all your information as “unlisted” by notifying us that this is your preference at Imassengill@cpcatlanta.org. Our software provider is ACS Technologies, the largest developer of church management software in the industry. CPC’s data is housed in a secured data center maintained by ACS Technologies, and is subject to periodic security audits to ensure safety and privacy of your data.