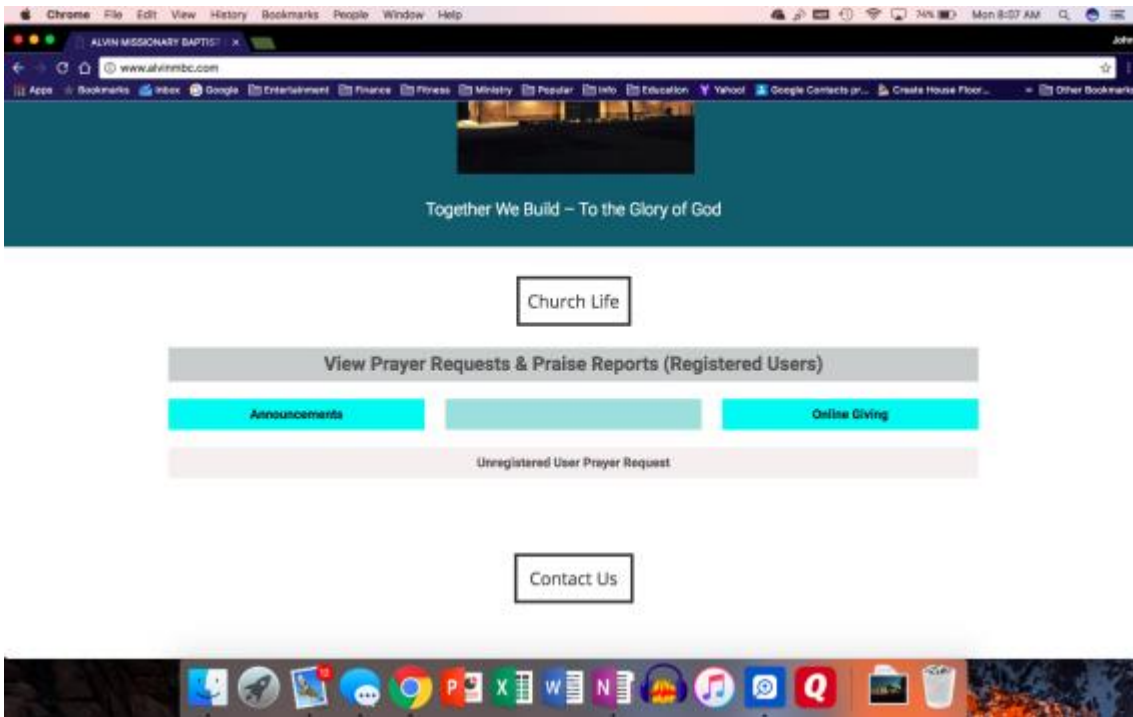


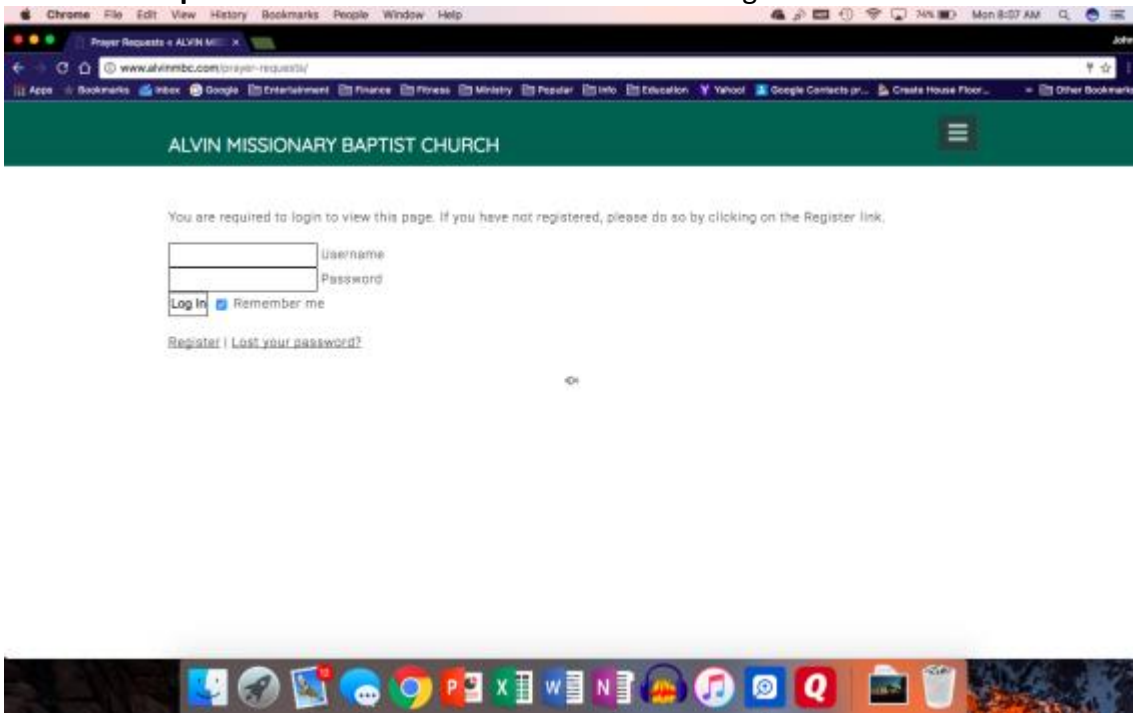
User setup instructions for alvinmbc.com

Scroll down on the website (www.alvinmbc.com) to the portion that says Church Life.

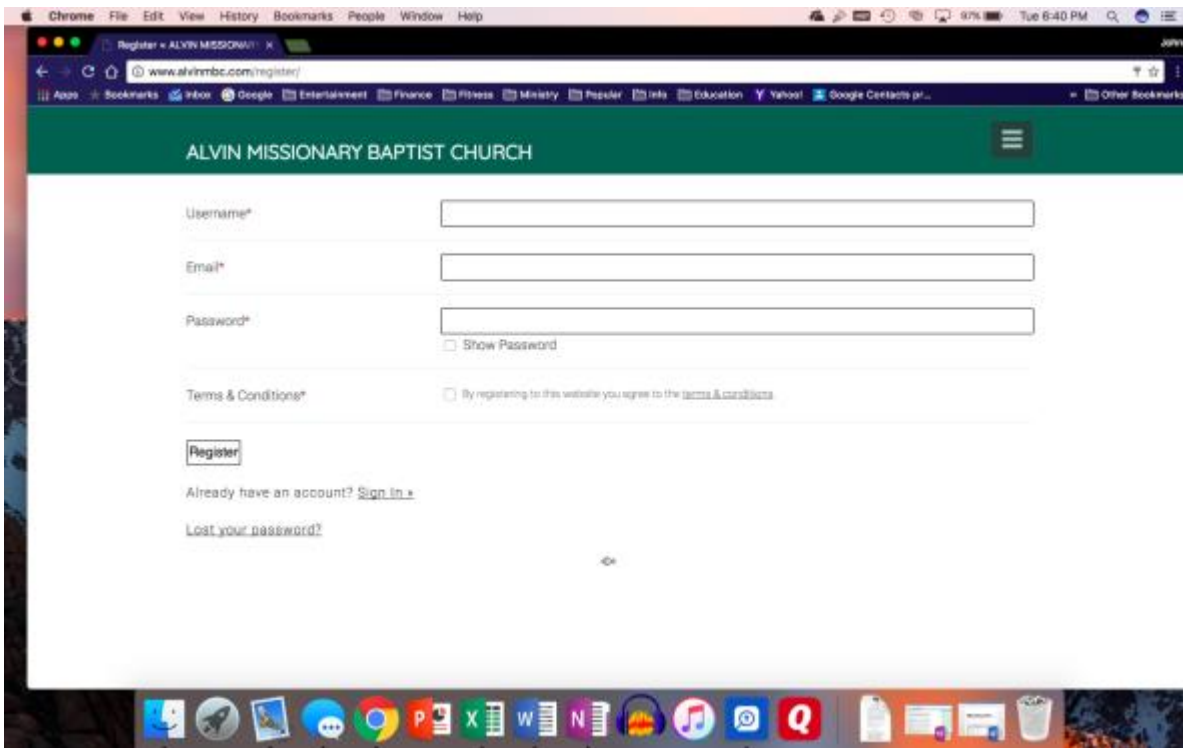


Click on the “View Prayer Requests & Praise Reports (Registered Users)” link.

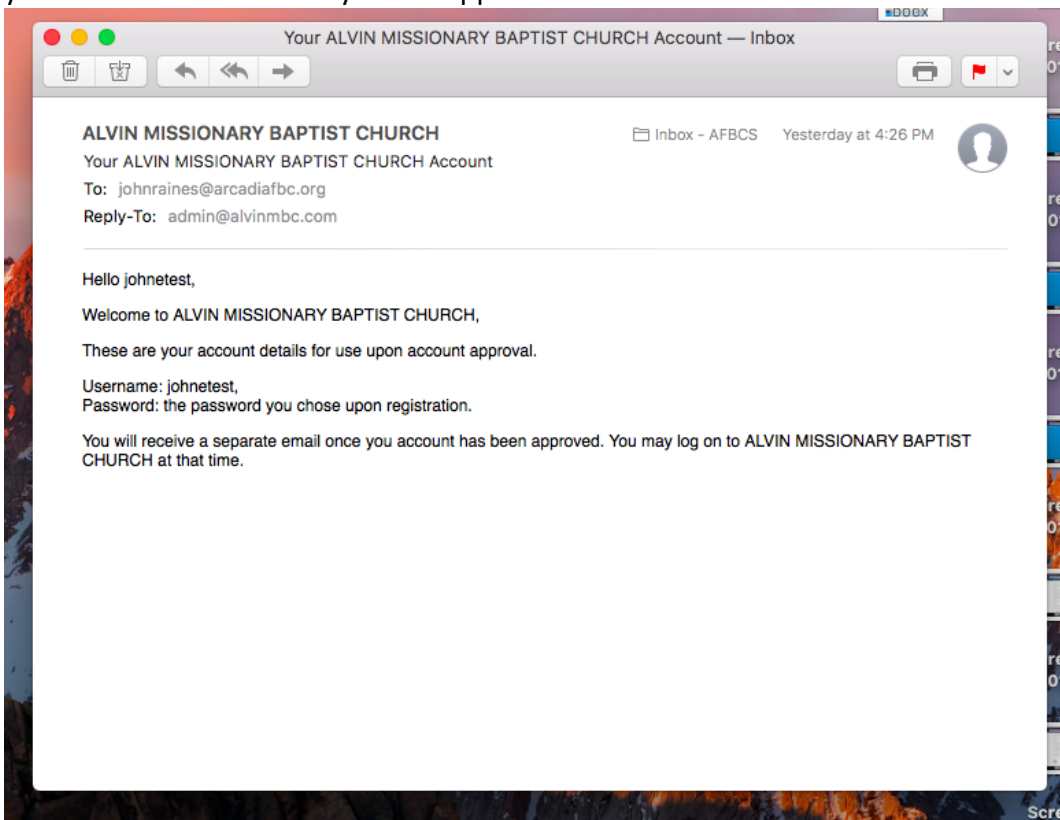
A page looking like the image below should come up. When it does, **do not enter any information in the username or password**. First time users will click the “Register” link.



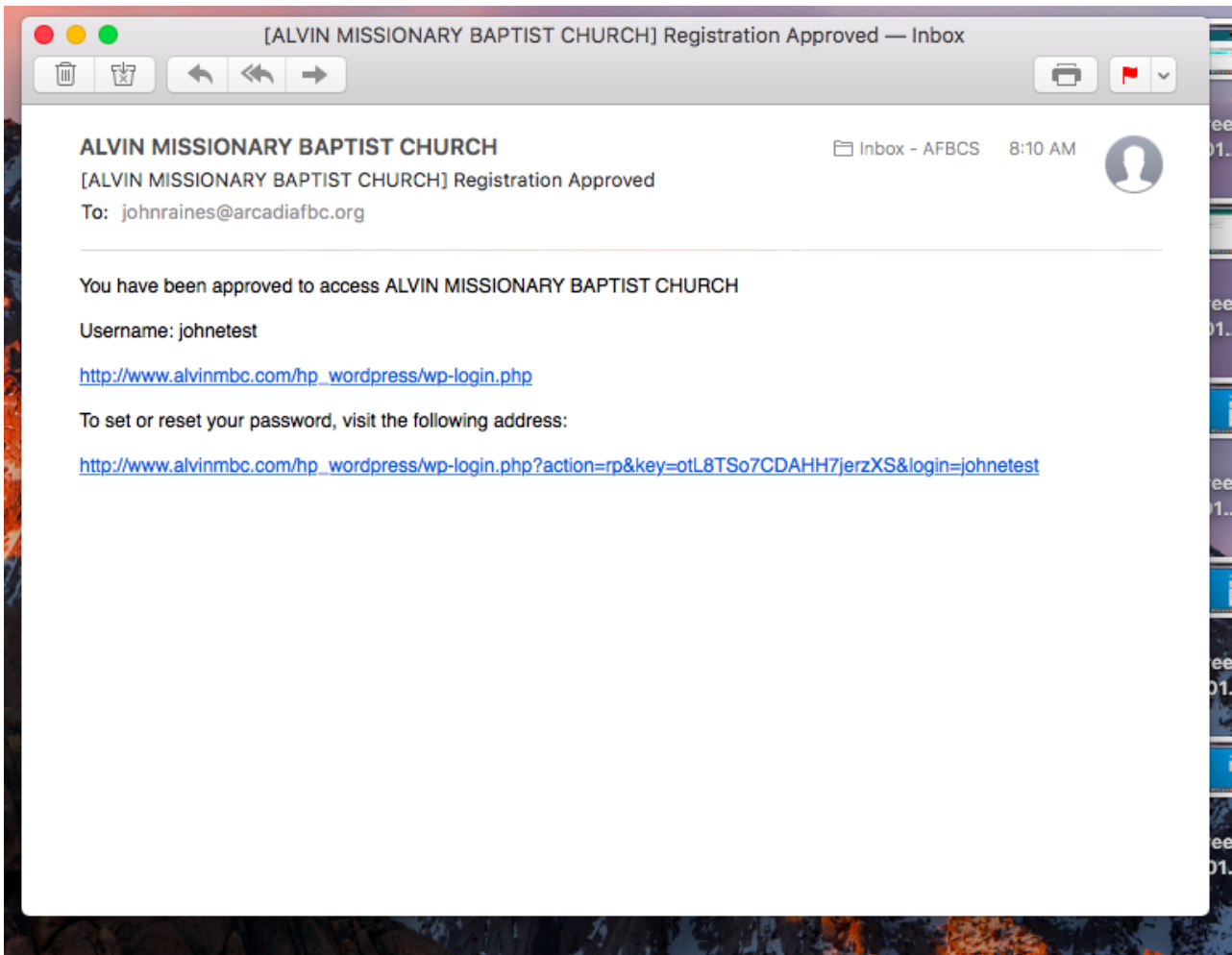
The next page that should come up looks like the image below. This is where you will enter your username, email, and password. Click register and the admim will be notified that you have registered. **You will not be able to log on until you receive an email that you have been approved.**



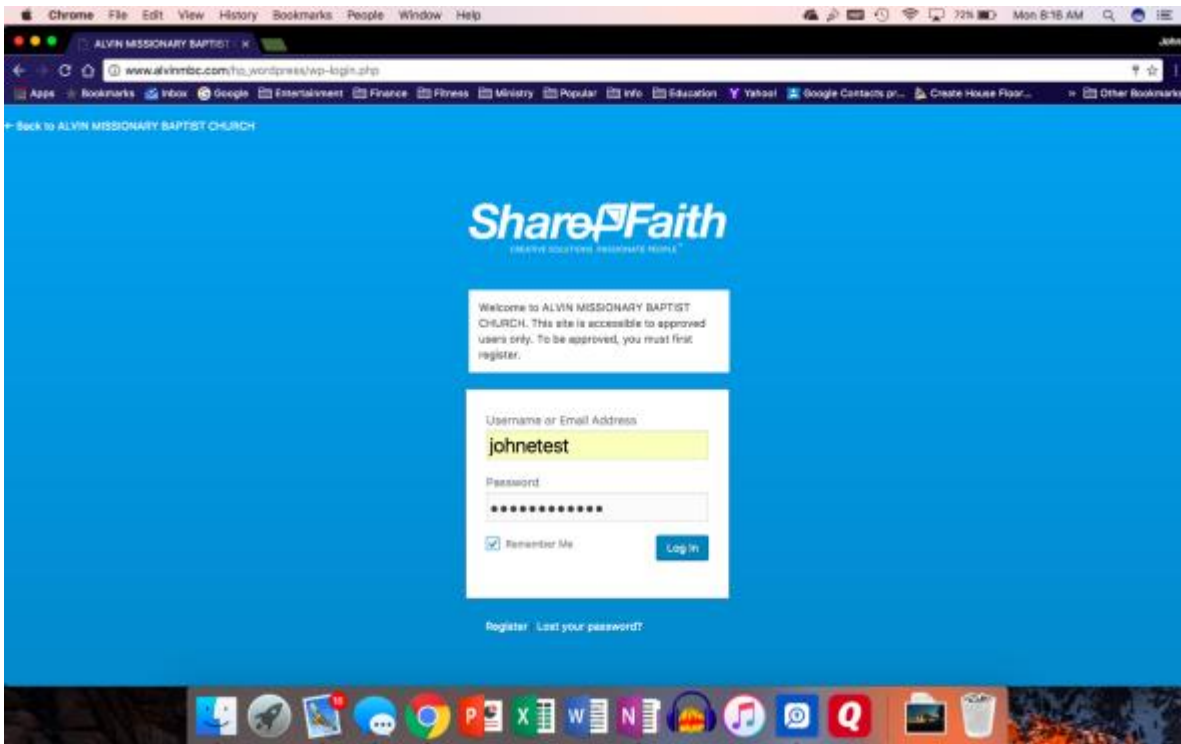
You should receive an email that looks like the one below that tells you the admin has been notified and that you will be notified when you are approved.



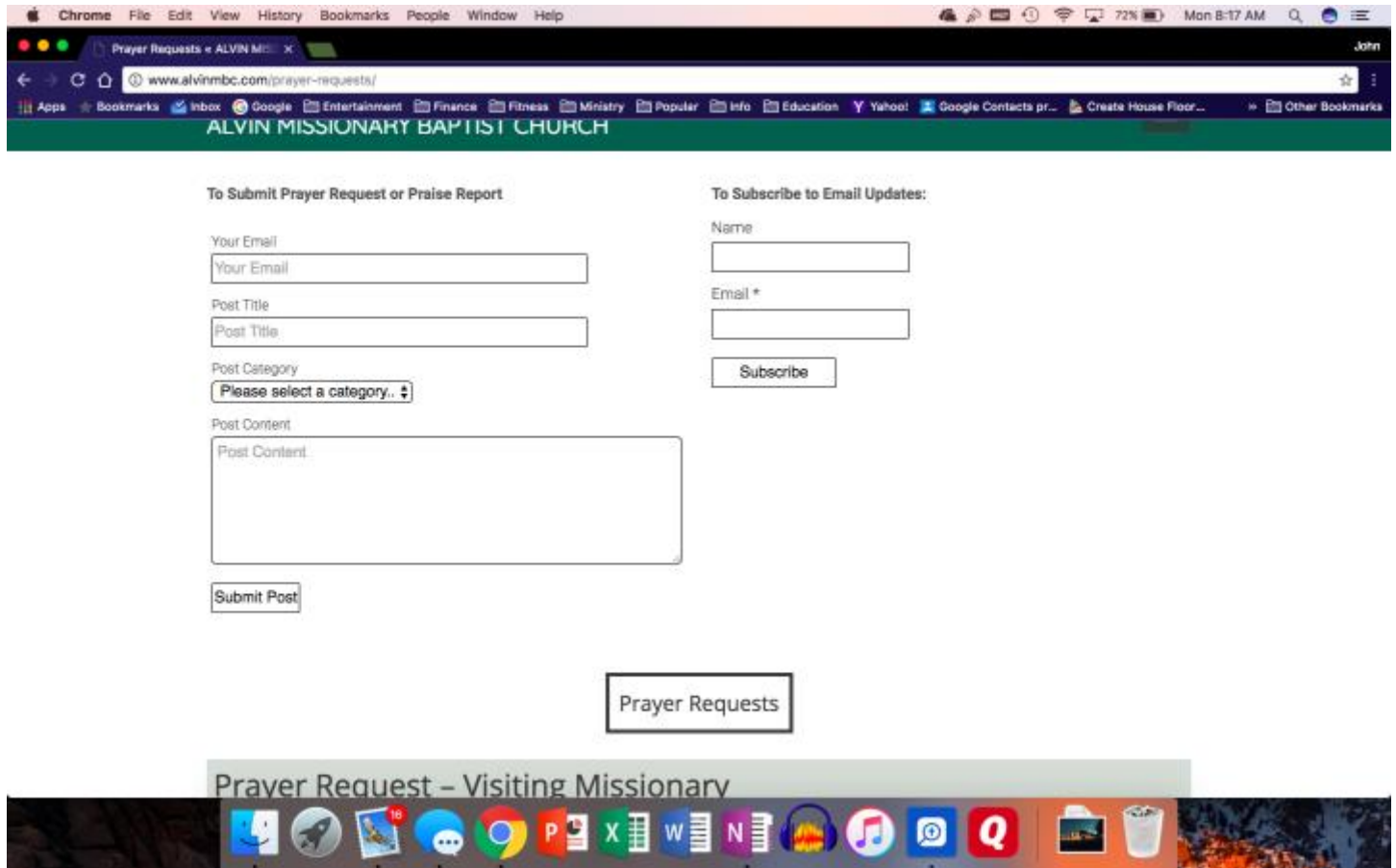
The next email you receive should appear as the one on the next page. **Click on the first link which is a log on screen. If you forgot the password you supplied during registration, click on the second link to reset your password.**



On the screen that comes up next, enter your user name or email, and the password you just set and click “Log In”



Once logged in, you will be redirected to the prayer page which will look like this:



On this page, you may submit a prayer request, view prayer requests and praise reports, and also subscribe for email updates. **Once you subscribe, you will receive an email notification that new information (for example, prayer request, praise report, or announcements) is available.** If you do not subscribe, you may log on to view the prayer request page, but you will not receive an email update of a new prayer request. Also, you may need to click on the prayer request or praise report title to see all the post.

If you still have issues, please contact the admin at admin@alvinmbc.com