



Home Page

After logging into Access ACS, the Home Page displays.

The Home Page gives you an overview of everything you do with your church, it's also where you manage your profile information and account settings.

Your giving history is collapsed for privacy. If you want to expand the giving summary and view year-to-date giving amounts, click **Show Info**. To hide it, click **Hide Info**.

If you need to update your profile (a new address or telephone number) or your account settings (a new e-mail address, password, or payment methods) are all managed on the Home Page.

Members and visitors can:

- Manage their individual and family information.
- View contributions.
- View available calendars.

In the future, you will be able to:

- Request to join classes, activities, or small groups.
- View small group connections.
- View and register for upcoming events.
- View classes, activities, and small groups to which they belong.
- View rosters.

Giving for Members and Visitors

In Access ACS, you can make contributions online and view your contribution summary for the current year.




Online giving donations do not display in Access ACS until they are recorded by your church. After you enter the donation information, you must enter your online payment information.

You can access online giving from your profile or the My Contributions page. You cannot make online contributions for other users. You can only view the Online Giving page on your profile.

The **Contribution Pledge Summary** section displays your contributions summary for the current year. The list provides the name of the funds to which you have contributed, the year-to-date amount that you donated to each fund, the total amount you pledged to each fund, the amounts you contributed to the funds in previous years, and the pledge balance for each fund. Multi-year pledges are indicated by an asterisk in the **Total Pledge** column. If your contributions information is not available, this section does not display.

View My Giving History

The My Giving History tab displays your contribution history for a selected year. To make a contribution, click **Give Online**.

Your member picture, personal information, and family information display across the top of the tab. To edit your personal information, click **Edit personal information** . To add a new family member to your record, click **Add new family member** . To view your family information, click **View family information** .

To select a previous year, click the **For Year** drop-down list.

To generate a .pdf file of all of the contributions, click **PDF Tax Statement**.

[To view your contributions](#)

1. Point to **Giving**, then click **My Giving History**.
2. Locate the **Contribution Information** section.
3. To view your ten most recent contributions, click **10 Most Recent Contributions**.
4. To view all of your contributions, click **Show All**.
5. To view only contributions made in a specific date range, click **During Date Range**. Enter the Start Date and End Date, then click **Go**.

Note

Recent online contributions may not appear until the transaction is posted to your church's financial records.

Update Credit Card Information

If you use a credit card to give, you may need to change your credit card information in Access ACS when your credit card expires or you receive a new card.

[To update your credit card information](#)

1. Point to **Home**, then click **My Account**.
2. Click the **Manage Payment Methods** tab.
3. Locate the credit card you want to edit, then click **Edit**.
4. Make the necessary changes, then click **Submit Changes**.
5. To view all recurring gifts for the credit card, click the **Manage Recurring Gifts** link.
6. To reactivate scheduled giving, locate the **Giving Schedules - On Hold** section. In the **Actions** column, click **Activate** for each inactive schedule.