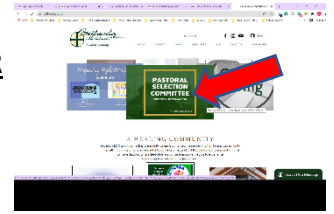


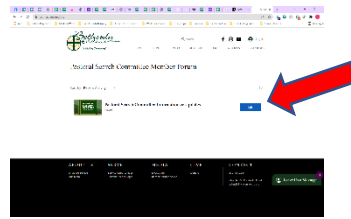
Pastoral Selection Committee Website Group Log-in Instructions

****Please Note – You will only need to sign up to be a website & group member once (steps 1-9), once these steps are completed you only need to follow steps 9-10 to access the group.**

1. Go to the church website at www.bethesdaec.org. Double click on the green and gold “Pastoral Selection Committee” icon in the spinner at the top of the page OR use the navigation bar and go to “Resources” then “PSC Member Forum”.



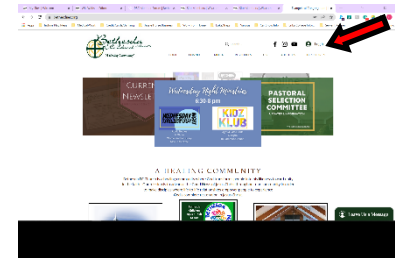
2. Click the blue “Join” button next to the group name.



3. A new screen will appear. Select “Sign-Up” to create a new account. Enter your first and last name, email address and a password of your choice, then hit submit. You will get a notice that your request has been sent and is awaiting approval. (*Your request will be approved by the office within 24 hours of our receipt of the request, we will be doing our best to approve requests as quickly as possible.*)

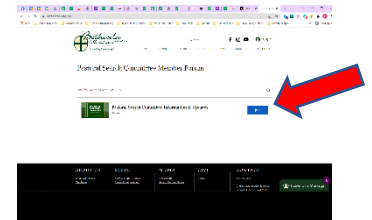


4. Select the large “X” in the upper left corner to close out of this screen.
5. Once your request has been received and approved by the office, you will receive an email confirmation. In addition, you will also receive an automatic email asking you to confirm your e-mail address. Once you receive this e-mail, click the link contained in the email to confirm your address, then proceed to the next step.



6. Once your email is confirmed, return to the website and login using your newly created credentials by clicking the “Log in” button in the upper right-hand corner of the website. Login using the prompts provided on the screen. Then navigate to the PSC Member Forum using by clicking the icon or the top navigation bar.

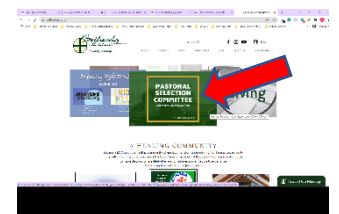
7. Again, click the blue “Join” button next to the group name. A notification will come up stating that your request has been sent and you will be notified by email when it is approved.



8. **Once you get this email you are set to go and will not need to complete this process again!** Follow the steps below to continue.

Going forward, to access the group, you will just need to do the following:

9. Go to the church website at www.bethesdaec.org. Double click on the green and gold “Pastoral Selection Committee” icon in the spinner at the top of the page OR use the navigation bar and go to “Resources” then “PSC Member Forum”.
10. Select “Join” next to the group name and then log-in OR if you are already logged in, click on the “View” button.



If you have any questions or need help, please contact the office (570-739-2241 or office@bethesdaec.org) and we will walk you through it.