

# Access ACS: Our Online Directory & More

Whenever a church puts out a printed directory, it is not long before it is out of date. New folks connect, people move, email addresses change, cell phones are added, landlines are dropped -- it is hard to keep up with it all! The church office does its best to stay abreast of all the current contact information for everyone and is constantly updating its database as the office receives information.

The church database has an online component that is available to the congregation called Access ACS. It is available through your web browser or an app on your phone. (More on that below.) When you use Access ACS, instead of calling the church office for information missing from the following pages, you yourself can look up everyone's most up-to-date contact information and view (and update!) your own personal information.

Access ACS is more than just a password-protected online directory, however. You can use Access ACS to view your contribution record, give online, sign up for various volunteer opportunities, view the church calendar, and also register and pay (as applicable) for events. There are other functionalities that Access ACS offers that we may use in the future.

If you have not already signed up for Access ACS, we hope the above has convinced you that it is well worth doing, and that the basic steps below will convince you that signing up is simple and easy, too.

## Sign Up for Access ACS

- Visit [www.rrcb.org/AccessACS](http://www.rrcb.org/AccessACS) to be redirected to the church's Access ACS login page.
- Click the link that reads, "Need a login?"
- Enter your email address and first and last name, then click "Find me."
- Check your email. There will be an automated message in your inbox providing you with your login information.
- Click the link provided to you in the email and you will be brought to a page asking you to create a new password.
- Create a password that you will remember so you can login in the future.

And now you're all set and ready to use Access ACS!

- Notes:
- ~~At the top of every page of [www.rrcb.org](http://www.rrcb.org) is a link, "Access ACS," that will also take you to the Access ACS login page.~~
  - In order to get a password, the church must have your correct email address in our system. If there is a change to your email address, please contact the church office (804-288-1131 or [info@rrcb.org](mailto:info@rrcb.org)) to update your information **before** creating your login.

## Download the Church Life App

Already using Access ACS? Visit the Apple App Store or the Google Play Store and search for the app, "ACS Church Life" by ACS Technologies. By downloading this free app, you now have the church directory, church calendar, your church profile, and online giving at your finger tips on your mobile device (phone or tablet).

To use the app for the first time, the login process requires our site number (91574), your username, and the password you created when logging in with your desktop browser.

