

Update Your Information

If your phone number or physical address changes, you can update this information in the Church Life app.

To update your information

Tap the menu , then tap **People**.

In the Search field, enter a portion of your name or your full name.

When the results display, tap your name.

At the top, tap .

Add, update, or delete the contact information you want to change. After an administrator approves them, changes display in Access ACS and Church Life.

To return to the previous window at any time, tap **< People**.

To add a profile picture

Tap the menu , then tap **People**.

In the Search field, enter a portion of your name or your full name.

When the results display, tap your name.

At the top, tap  to edit your record.

Beside your name, tap .

To take a picture and add it, tap .

To choose a photo from your device, tap .

After taking or choosing your photo, tap  to upload it to Church Life. Your photo displays after a church administrator approves it.