

## How to set up the Church Center on your cell phone or computer

Go to your Internet and type in **Church Center app** (you may have to scroll down, the icon looks like a blue & green church)

Click on Icon and Install (this will take a few minutes depending on the speed of your internet)

Click Open

Click Get Started

Click Use my location – Click Allow

Click on University Church of Christ – Click this is my church

Next – enter your mobile phone number

Click next

You will be sent a six-digit code to Messages – enter code in assigned area

Click next

Click Continue

Click **EITHER** Enable biometric authentication for your fingerprint now (or it can be done later if you would like) **OR** click Not now – This may or may not show up depending on the type of phone you have.

You're in... This is the Home Page

Click the circle in the upper right-hand corner.

This will give you access to view your online giving

While in this area click on circle next to your name to enter your account

Please add your photo by taking a picture or selecting a photo

*(Only use your photo not your grandchildren, pet or flower photos etc.)*

Please edit fields that you have access to edit. Keeping information up to date is so helpful. Some fields are locked so if a locked field needs updating, please contact the church office: 575-522-6707 or [church@church4thecity.com](mailto:church@church4thecity.com).

Once you have updated your information it will stay private between you and the church database for our staff only. And you choose what to share in the directory. Photos help us get to know you by name so if you need help adding your photo or with other information, please contact the office. We will be happy to help you.