

myAllSouls FAQ Tip Sheet

Please email myallsouls@allsoulschurch.org with any questions

These instructions are for accessing myAllSouls via the web.

1. How do I access myAllSouls?

To access myAllSouls via the web, select your browser**. In the url bar go to myallsouls.org or select the “myAllSouls” button on the left hand side of allsoulschurch.org.

Note: **Chrome or Firefox are recommended. If you are using Safari please make sure it is the most current version. If you are unable to log in on Safari via myAllSouls.org, please use secure.accessacs.com.

2. How do I update my info?

Hover your mouse over “Home” and select “My Profile”. Use the tabs “Contact Info” and “Personal Info” to update various information.

- **Contact Info:** In the “Contact Info” tab you can update/add/delete your **phone number(s), email address(es), and address(es)**. To edit or delete any existing information, select the pencil icon next to the information. To add information, select the “Add” button to the right and follow the prompts. **Note: Only one item is allowed per “type” (home/business/etc) if you already have a home address in the system, you will need to EDIT the existing information, you will not be able to add another “home” type address.
- **Personal Info:** In the “Personal Info” tab you can update your **First (legal name), Last, Goes-by Name (nickname, how you would prefer to be called), Suffix, Title, Date of Birth, Marital Status, Wedding Anniversary, Gender Identity (“Identifies As” option), and subscription options for Parish Notes and Beyond Belief**. **Note: Please do not use the “Gender” field. This is built in, however we use the “Identifies As” field, which has more options.

3. How do I see how much I have given and pledged?

Hover your mouse over “Home” and select “My Profile”. Use the “My Giving History” and “My Pledge History” tabs to view this information.

- **Giving history** includes pledges and any other contribution (i.e. class payment).
- **Pledge history** shows your current total given and remaining balance of your pledge on file. To change your pledge, scroll to the bottom of the Pledge history page and click the “here” in the “Click here to request a change to an existing pledge” statement.

4. How do I add or change my pledge?

- **If you pay your pledge via check or automatic bank draft**
 - Select the “Click here to request a change to an existing pledge” at the bottom of the “My Pledge History” tab, or email accountingassociate@allsoulschurch.org.
- **If you pay your pledge via credit/debit card**
 - You must first add a “Scheduled Gift”. Hover your mouse over “Giving” and select “My Scheduled Giving”. Click “Add New Gift” and follow the prompts.
 - To change the amount or the payment method of an existing scheduled gift, click the pencil icon next to the pledge you would like to change. If you would like to change the frequency or delete the pledge, please email accountingassociate@allsoulschurch.org.

**Note: there is a payment minimum of \$3. To pledge smaller than \$3 please contact accountingassociate@allsoulschurch.org

5. How do I make a onetime donation/payment/gift?

Hover your mouse over “Giving” and select “Give Now”. Follow the prompts to make your donation/payment/gift.

**Note: there is a payment minimum of \$3. For gifts smaller than \$3 please contact accountingassociate@allsoulschurch.org

All changes will send a change request; these requests are applied every hour. You may not see immediate changes in information.

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6. How do I change my login email or password?

Hover your mouse over “Home” and select “My Account”. The “Account Settings” tab allows you to change this information.

7. Can I take my information out of the directory, but still have people in my groups contact me?

Yes! Hover your mouse over “Home” and select “My Account”. Select the “Personal Preferences” tab. Unselecting the first checkbox will take your information out of the online church directory, but will still keep your information listed in your groups/classes so that other members may see or contact it.

8. I don’t want my information anywhere. How do I go incognito?

This can be done. Hover your mouse over “Home” and select “My Profile”. In the “Contact Info” tab click the pencil icon next to the information you want unlisted. Click the radio box “unlisted” in the second line of text. ****Note: you cannot unlist your address. If you would like your address to be unlisted, email myallsouls@allsoulschurch.org.**

9. How do I see who is in my group(s)/class(es)?

Select “Groups” from the top bar, or go into your profile (see number 1), or select the name from your over view page (see number 14). Click the name of the group you would like to see the roster of.

10. How do I email my group members?

If emailing every member select “Send a Message” from the drop down menu under “Action” next to the group name and hit “Go”. If emailing only select members, click the name of the group then the checkbox next to the members you would like to email. Select “Send a Message” from the drop down menu next to “Export Grid” and hit “Go”. From there, follow the prompts. myAllSouls does not keep a record of emails sent, if you would like a record of the email, check your name or use the “Use E-mail Client” option.

11. How do I see available group(s)/class(es)?

Select “Groups” and then click “Available Small Groups” or “Available Classes”. If you would like more information on a group, select “Request Info” and follow the prompts.

12. How do I see the church directory?

Select “Directories” from the top bar. Then select which directory you would like to see.

13. How do I see the church calendar?

Select “Events” from the top bar. All calendars are automatically selected by default. If you would like to see just one calendar (i.e. just Children’s & Youth) unselect all other calendars except that one. To see more details about an event, click the title.

14. How do I search for someone?

Hover your mouse over “Home” and select “My Overview”. To the right in the second box, put the member’s last and/or first name and hit “search”.

All changes will send a change request; these requests are applied every hour. You may not see immediate changes in information.