


Guide to myAllSouls

This easy guide will help manage your church records on myAllSouls.org!



1 Get signed up!

1. On your computer, tablet, or phone, go to **myAllSouls.org**
2. Click **Need a login? Click here**
3. Enter your email address and name, then look for an email to confirm registration and set up your password!


2 Add your photo!

1. Hover over **Home** and click **My Profile**
 2. Click the  next to your name
 3. Click **Personal Photo** and upload your selfie**!
- **Please make sure this is a photo of you, photos are subject to approval

3 Tell us about you!

1. Hover over **Home** and click **My Profile**
2. Click the **Serving** tab 
3. Click the  next to **Attributes** or click **Add Attribute** & start telling us about you!

4 Opt in to Text Messages

1. Hover over **Home** and click **My Profile**
2. Click the  next to your phone number
3. Check "Receive Text Messages" & select your cell provider.

**Option to mark if you'd like your number to be listed in the directory is here too.

5

Manage your family and personal records

1. Hover over **HOME** tab & access your **profile & account**.
2. Make Updates to your personal records or family information.
3. Hover over the **GIVING** tab to schedule donations & access your giving history.

6

Get Involved with the Church or Volunteer

1. Hover over **SERVING** tab OR click **Search Opportunities**.
2. Click the **Serving** tab and see a list of opportunities to serve.
3. Search Opportunities to find a fit right for you.



7

Connect with other Members

1. Hover over **DIRECTORIES**
2. Click **Directories** in the drop down to view OR click **Search** to look up people by first or last name.



How to sign up for myAllSouls and ACS Church Life app on your phone.

Step 1. Get signed up!

1. On your computer, tablet, or phone, go to myAllSouls.org
2. Click **Need a login?** [Click here](#)
3. Enter your email address and name, then look for an email to confirm registration and set up your password!

Step 2. Download the app on your mobile device!

4. Go to the app store of your choice and download ACS Church Life. The blue and gold symbol below is what you will see.
5. Once you download the app, you will see a screen that asks for your email and password. Put the email and password from myAllSouls there and you are instantly connected.



Blue Church Life App Symbol

Put email and password here