



Hello Everyone!

As promised, I would like to invite each of you to take advantage of some new features of our church management software. With just few simple steps you can have access to some pretty cool features and conveniences.

By following the steps below, you will have the ability to:




- Access and make edits to your contact information
- Access the contact information of members and regular attenders in our church
- View and print out your giving record
- Through the phone app you will have an easy way to give right at your fingertips

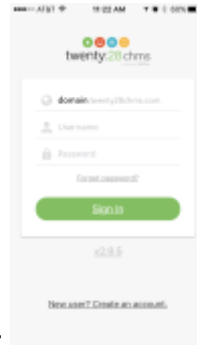
There are 2 ways to access all of these features!

The first is with any computer.

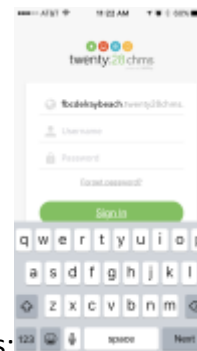
1. From any web browser type in the following address:  
fbcdelraybeach.twenty28chms.com
2. Your user name will be **your** first full name followed by a period and then **your** last name. For me it looks like this James.Brown but for you it will be different.
3. Once you have entered your username, click on the link that says “forgot password”
4. The system will send a temporary password to the same email address through which you received these instructions.
5. Once you receive the password you can now logon and access all the features mentioned.
6. I am more than happy to assist you with any issues you may have.

The second way is to use your smart phone.

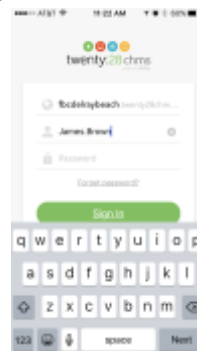
1. Go to the app store for your phone. For iPhone users it is called the App Store: 
2. For Android users look for google play: 
3. Search for Twenty28chms 
4. If you have already accessed your information using the computer, your username and password will be the same on either the computer or your phone.



5. Once it is downloaded and opened you will see this screen:



6. In the top line enter **fbcdelraybeach**. It should look like this:



- 7. Then your username as described above:
- 8. If you already have a password from the above instructions, you may use it here. If not, click on “Forgot Password” and look for an email with your temporary password.
- 9. From the app you will be able to give online. The first time you use the service there will be a few more steps, but after that it remembers your information and makes giving quick and easy!
- 10. To access the online member directory, click on groups that you belong to and the all who are in the group will be displayed.

Again, I am more than happy to help anyone who may have a question! Happy clicking Everyone!

James Brown