ELEXIO COMMUNITY MOBILE APP

1. First Login
2. Changing profile information/password.
3. Church calendar.
4. Church directory
5. Checking into events/groups.
6. Online giving.

From a computer browser

1. Visibility setting (privacy setting)

Here are the steps

Signing in

1. Go to the App Store and download Elexio Community App
2. On your phone, Tap on the Elexio Community App
3. Change the domain name to *jesseleechurch*

4. Type your username: **Firstname.Lastname**
5. Type your Password: From the email sent from the church, type the temporary password.
6. Tap the **LOGIN** (Green bar)

Profile and Password

1. From the home screen, tap the person's silhouette (under the green bar)
2. Here is your profile; you can check or change information if needed. Please Note: Privacy/visibility setting changes are done from the browser application only.
3. Scroll to the bottom of the screen to find the Change password option -tap it.
4. Select a password at least six characters long, type it again and tap OK to confirm.

Church Calendar

1. From the home screen, tap the word calendar in the white bar.
2. Here you will see in list form the events and groups.
3. Scroll down to see other dates and times.
4. Tap on any event to see the location and contact person.

ELEXIO COMMUNITY MOBILE APP

Church Directory

1. From the home screen, tap the word Directory in the white bar.
2. Tap the magnifying glass at the top of the screen in green to search by first or last name.
3. Tap on the name that the search provided.

Check-In

1. From the home screen, tap the CHECK IN icon on the left green bar.
2. Choose by tapping the station **MOBILE APP SELF CHECK-IN**
3. Choose the people by tapping on the name (a drop-down list will be present If you have more than yourself in the family.)
4. Tap the group you want from the list.
5. Tap Done on the upper right hand of the screen.
6. Tap CHECK IN (green bar at the center screen).
7. You will then see a message "You're Checked In!" tap OK.

Online Giving

1. From the Home screen, tap the GIVE icon on the green bar to the right.
2. A window will open to type in a field, tap on it, and continue to select the boxes by tapping on them.
3. Choose one-time/recurring payment
    a. Recurring payment - tap on setup recurring gift- choose weekly, bi-weekly or monthly.
    b. Tap Done on the upper left of the popup window.
4. Tap on the red *Next*—-> button.
5. Tap on the word amount (top left on the popup box).
6. Enter donation amount.
7. Tap on the word Method (top right on the popup box).
8. Tap the words Add new payment method.
9. Tap Credit/Debit Card or Bank Account.
10. Tap on each white box to enter information.
11. Tap the word Save top right (green strip at the top right of the popup box).
12. Tap on the payment method you wish to use for the donation.

P2, written instructions; 7.29.2022

ELEXIO COMMUNITY MOBILE APP

13. Tap the word Fund (second row of boxes on popup box)
14. Tap on the name to select a fund.
15. Tap on the word Comments to write something. (optional)
16. Tap on Frequency to choose one-time or Recurring.

          For Recurring
          Tap the word Weekly/Biweekly/Monthly (top of popup window)
          Tap the day on the calendar in the popup window.
          Tap the word Done (top left on the popup window)
17. Tap the Red **Next** button at the bottom of the popup window.
18. Review your donation summary and scroll down to see all the details.
19. Tap the Blue **Submit** button after review.

Elexio Community Visibility Settings
from a Computer Browser

1. **Open** a web **browser** (i.e., Chrome, Microsoft Edge, Firefox, Safari)
2. Type in the web address line:
 Jesseleechurch.elexiochms.com/user/login
3. Press **Enter**

4. Enter your **username**: usually your Fi**rst name.Lastname**

5. **Enter** your **password**: this is a church email-generated password if it is your first time logging in. *Please note*: it is the same password you use for the mobile app. If you have any questions or concerns, please contact the church office.

6. Press the green LOGIN button.

7. There are two ways to get to the visibility settings.
        A. From the Home Screen, click on the initials in the circle in the upper right-hand
          corner. Then Tap "View Profile."
        B. From the home page, tap on the "My Info" bar.

8. Tap on the three dots (...) next to your initials in the box with your name.
9. Tap on "Profile Visibility".
10. Tap on the tabs to change your settings.
11. Scroll to the bottom of the screen and tap the blue Save button.