

# INSTRUCTIONS FOR MAKING CHANGES TO YOUR MYMDPC USER ACCOUNT

## Updating Information

Click on the link provided in your email. This link is unique to you. **Please do not forward this email as the link contains your personal information.**

- Click **LOGIN**.
- Check all of your information for accuracy. Correct if necessary.
- Please be sure that your birthdate is included and correct.
- If you no longer have a home phone number, please remove it from your account.
- Add your mobile number (this information is helpful in allowing us to communicate with you quickly and efficiently.)
- If you have family members, please use the down arrow next to **ADD FAMILY MEMBER**, to verify and/or update that information.
- If there is someone in your record that does not belong in your family, please email [mymdpc@mdpc.org](mailto:mymdpc@mdpc.org) and let us know.

The screenshot shows the MyMDPC user account interface. At the top is the MDPCC Memorial Drive Presbyterian Church logo and navigation menu. The main content area is divided into two columns. The left column, titled 'MY ACCOUNT CONTACT INFORMATION', contains a 'Contact Record' field with a placeholder 'Your Name will appear here.', an 'ADD FAMILY MEMBER' button, a file upload section with a 'Browse...' button and 'No file selected.' text, and an 'UPLOAD SELECTED FILE' button. Below this is the 'Update Contact Record' section with fields for Prefix, First, Middle, Last, Suffix, Nickname, Date of Birth, Gender, Marital Status, and various phone numbers (Text Messages, Email, Mobile, Work, Home) with 'Unlisted' checkboxes. The 'Congregation' dropdown is set to 'MDPC'. The right column, titled 'MY MDPC', lists 'PUBLIC APPLICATIONS' (Online Giving, Service Opportunity Finder) and 'SECURE APPLICATIONS' (My User Account, My Giving History, My Contribution Statement, My Subscriptions, My Gifts, Interests & Skills, My Groups, My Mission Trips, Logout). A placeholder 'Your Name will appear here' is visible between the application sections.

## Adding a picture

Ideally, pictures should be head shots, and contain only one individual (everyone in the data base has a separate record). Please try to use a minimal and/or light background for your photo.

**From your desktop, laptop, mobile phone or tablet.**

- Know the location of the picture that you would like to upload.
- Click on **BROWSE** to find your picture on your device.
- Click on **UPLOAD SELECTED FILE**.
- Please provide pictures for all family members.

Be sure to explore all of the useful tools on the right side of your **MYMDPC** user account.

If you have any problems, email [mymdpc@mdpc.org](mailto:mymdpc@mdpc.org)

You may access your MyMDPC user account at any time by going to [mdpc.org/resources](http://mdpc.org/resources), and clicking on **MYMDPC**, or simply type [mymdpc.mdpc.org](http://mymdpc.mdpc.org) into the browser.