

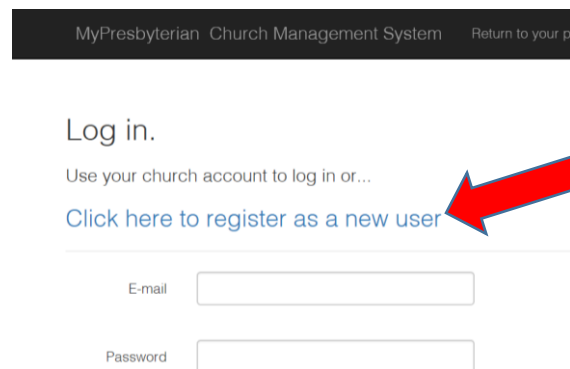
How to Register on the MyPresby.org Portal

Step 1: Please type www.mypresby.org or copy and paste this link on the address bar of your web browser: <https://www.mypresby.org/> and a page looking like below will come up.

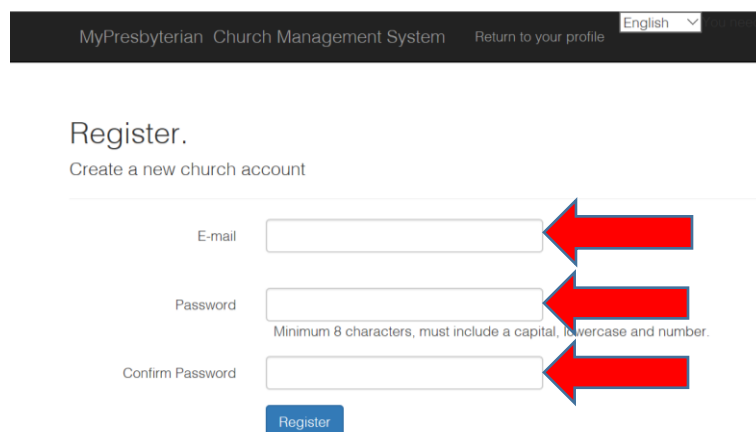


Click on **Login or Register** and you will see a page like below.

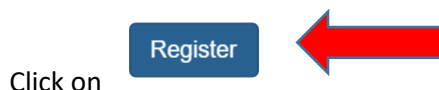
Step 2: Click on the blue writing: [Click here to register as a new user](#) and the following screen will come up:



The **username** is your working **Email** as confirmation emails will be sent to it regarding the registration.



The **Password** is a word of your own choice which must have at least one number and one special character (example: P@ssw0rd! – please don't use this password). Repeat this password to confirm it. Please remember or keep a record of the password.



Click on

Wait until you receive **an email** will be sent to the address used as the username in order to confirm that that this is your email address. If it does not arrive in the normal way you may need to check your 'Spam' or 'Junk' boxes as some filters turn work that way.

Step 3: Click on the link in the **email** confirming your registration, using your user name and password. Exit the System.

Step 4: **Log in** again, this using your new login details.

Log in.

Use your church account to log in or...

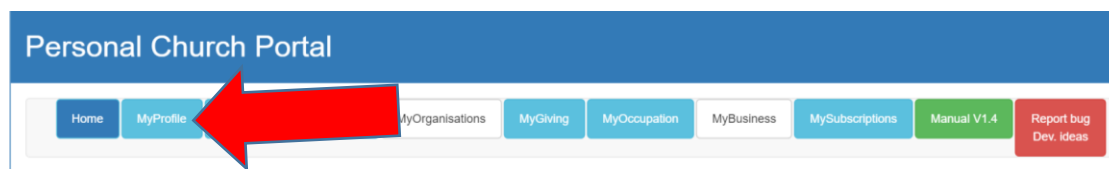

[Click here to register as a new user](#)

We are working on the intermittent login problem, if you are unable to access please send an SMS to 082 572 9306

E-mail

Password

Remember me?



Click on **My Profile** and the system will open your profile and allow you to complete your details. Please make sure you fill in each section where indicated, including the street address and the City, or it will tell you in red that these are missing.

Right at the bottom of your profile you will see the following private settings make sure you have **Members of my society** so that this system can serve as a congregational telephone directory, and **Member logged in** so that this system can serve as a denominational directory.

Privacy Settings

Tick the boxes you are happy with people seeing your name and contact details

Members of my church	Members logged in	Public Pages
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Overriding Subscription Settings

Removing the tick from these boxes will mean that the member will not get any e-mails or app messages

-mail Subscriptions	App Messages
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click:



An email will be sent to you confirming that your profile has been created. Again, you may need to check your 'Spam' or 'Junk' boxes as some filters turn work that way.

Note: Please remember that the data belongs to you and you can login to update your details whenever you need to.