

Member Portal Instructions for Access via App

If you don't have the URC app:

1. Go to the App Store on your phone and download the *University Reformed Church* app
2. The app image is shown on the right



If you already have the URC app:

1. Open the app
2. Click on "Member Portal" along the bottom of the screen
3. Click on "Member Portal" box
4. Enter your user name
5. Enter your password

*If you are new to the Member Portal, click "Forgot Password" to have a temporary password sent to your email on file.

To access your personal profile:

1. Once you are in the Member Portal, click the circle with your initials in the upper right
2. Click "View Profile"
3. You should now be able to see your contact information (address, email, phone number)
4. If any of your information is incorrect, click the *Pencil Icon* and scroll down to make edits
5. Click "Save"
6. A pop-up window will ask you for the reason for the change, enter your reason and click "Propose Edits"
 - a. Note: you won't see the change immediately. It will need to be approved by the Member Portal administrators, typically within 48 hours.

To update your picture:

1. Once you are in the Member Portal, click the circle with your initials in the upper right
2. Click "View Profile"
3. Scroll down until you see the picture section
4. Click "Browse"
5. Either choose a picture from your *Photo Library* OR *Take Photo*
6. Click "Save"
7. A pop-up window will ask you for the reason for the change, enter your reason and click "Propose Edits"
 - a. Note: you won't see the change immediately. It will need to be approved by the Member Portal administrators, typically within 48 hours.

Questions? Or need a password reset? Email memberportal@urcstaff.org or call the church office 517-351-6810 and ask to speak to either Jen or Charli.