MemberLink – Admin Login Instruction Guide

Overview

MemberLink® supports two Login screens. One is for the Administrator Module, the other is for the Member Portal Module. Contact your church's *MemberLink®* system Administrator to receive your Username and Password.

- Administrative Module: registered users with the permission settings of Master Administrator, System Administrator, Administrator, Associate Administrator, or Assistant Administrator may login to this module.
- Member Module: all registered users may login to this module. That includes those listed above as well as those with permission settings for Staff, Special Users, or Regular Users.

Many churches will put a link to the *MemberLink®* system logon pages on their church website.

Login
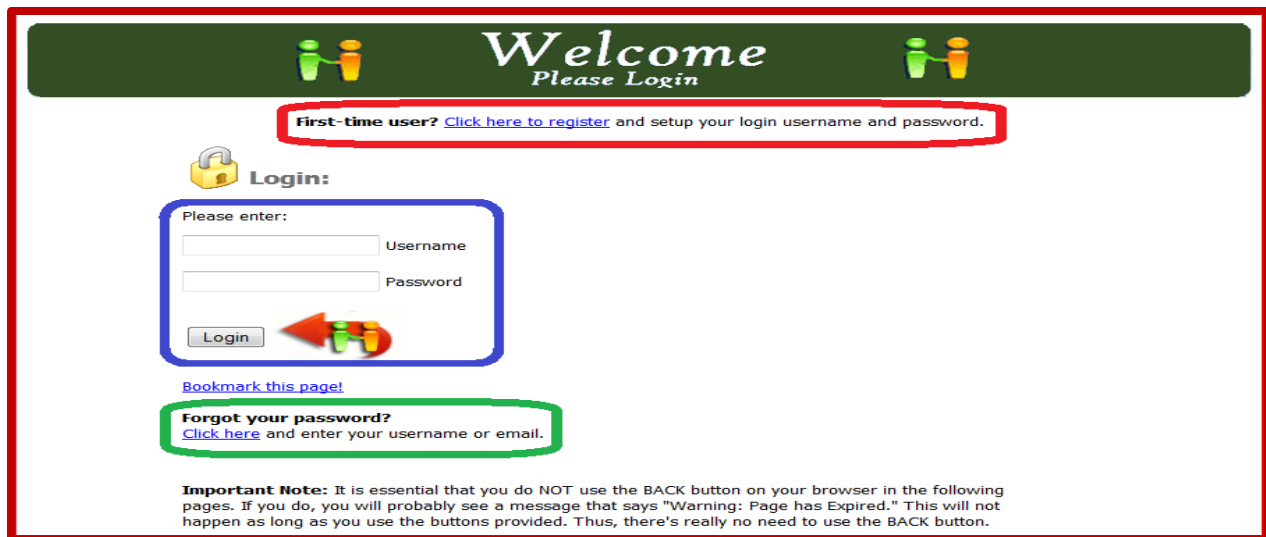
Your *MemberLink®* system features two separate login pages. One is for the Member Module; the other is for the Administrative Module. All registered users can login to the Member Module as shown in **Step 1**.

Step 1. The Member Portal Module login screen looks like the example below on page 2.

The area circled in **red** identifies the link where new members can register. If your church's *MemberLink®* Administrator issues you a Username and Password, you do not have to use this feature to register – your registration has already been completed for you. Note: Many churches turn the First-time User feature "off" so that it does not appear on the screen and people do not do their own registration.

To login, enter your Username and Password in the area identified in **blue**.

If you forget your password, use the area identified in **green** or contact your *MemberLink®* system Administrator.
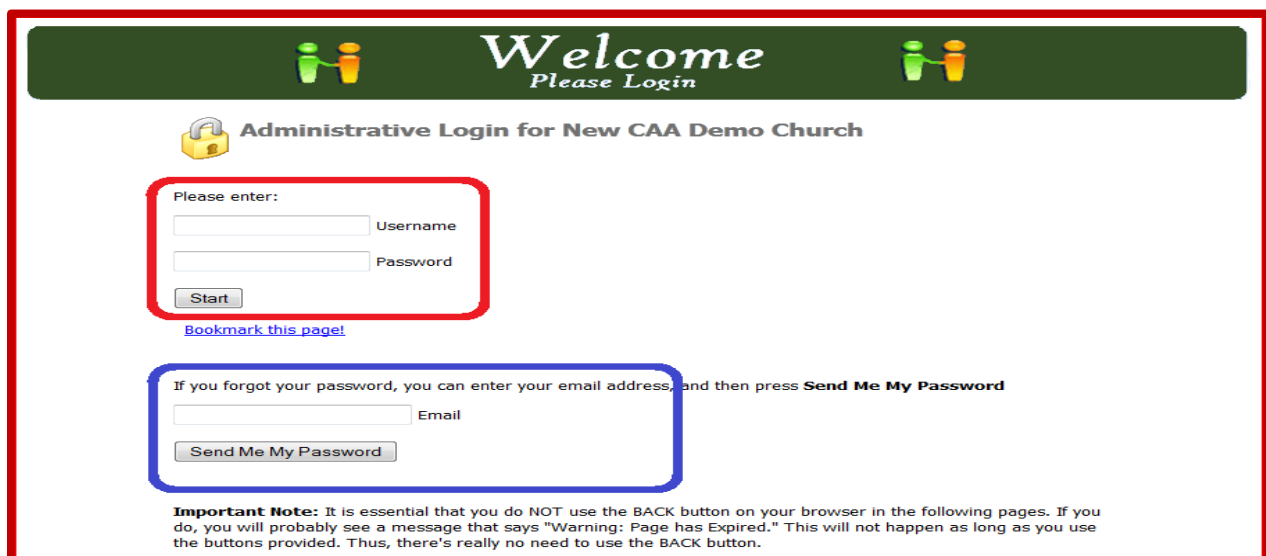
Step 2. The Administrative Module login screen looks like the example below.

Only registered users with permission levels of Master Administrator, System Administrator, Administrator, Associate Administrator, or Assistant Administrator can login to the Administrative Module.

To login, enter your Username and Password in the area identified in **red**. If you forget your password, use the area identified in **blue** or contact your *MemberLink®* system Administrator.