



## Getting Started with Online Membership:

- Web browser (both mobile and desktop)
  - Visit <https://faithpcusa.shelbnextchms.com>
    - Click on the “Forgot Password” link
  - Enter your email address on file with Faith
    - Click on “Send Password”
  - Check your inbox for the given email address, you should receive a delivery from [noreply@shelbnextchms.com](mailto:noreply@shelbnextchms.com) with a subject of “[Shelby Next ChMS] Your password has been reset.”
    - In this email you will find your Online Membership Username and temporary Password given
  - Return to <https://faithpcusa.shelbnextchms.com> (if you choose to use the same browser session as above simply click “Login” to return to the initial login screen)
    - Enter your delivered Username and temporary Password given in the email and click the green “Login” icon
  - You should now be logged in successfully to the Faith Online Membership application
  - Click on your name in the upper right of the screen to navigate to your user profile (if you’re using a mobile browser you will need to search for your name instead)
  - Click on the “Account” tab
    - Please change your Password to something you will remember for future use
  - Start enjoying the Online Directory!
- Mobile apps (iOS and Android)
  - iOS – navigate to <https://itunes.apple.com/us/app/shelbnext-membership/id996581065?mt=8> or find the “ShelbyNEXT | Membership” app in the App Store
  - Android – navigate to <https://play.google.com/store/apps/details?id=com.ministrybrands.shelbnext> or find the “ShelbyNEXT | Membership” app in Google Play
  - Install and launch the app
  - In the first field replace the word “domain” with “faithpcusa”
  - Click “Forgot Password?”

- Enter your email address on file with Faith
- Check your inbox for the given email address, you should receive a delivery from [noreply@shelbynextchms.com](mailto:noreply@shelbynextchms.com) with a subject of “[Shelby Next ChMS] Your password has been reset.”
  - In this email you will find your Online Membership Username and temporary Password given
- Return to the app
  - Be sure the first box reads “faithpcusa.shelbynextchms.com”
    - If it does not then change it (you should only need to do this once after successful login)
  - Enter your delivered Username and temporary Password given in the email and click the “Sign In” icon
- You should now be logged in successfully to the Faith Online Membership application
- Scroll down to the bottom of your profile page and click “Change password”
  - Please change your Password to something you will remember for future use
- Start enjoying the Online Directory!

If you’ve completed these steps and are still having trouble accessing the Online Membership application please send an email to *Randy Zepp*, [randy@faithpcusa.org](mailto:randy@faithpcusa.org), for assistance.