

What can I access **WITHOUT LOGGING INTO** www.templebethel.com?

- **Home** *Brief overview of TBE and what TBE has to offer our community, Contact Us, Reform Judaism, Clergy and Staff*
- **Pray With Us** *Information about Services, Watch Friday Evening Shabbat Services Live*
- **Learn With Us** *Adult Education, Youth Religious School, The Learning Tree Pre-School*
- **Join Us** *Men's Club, Sisterhood, Committee Life, Youth Engagement, Caring and Sharing, Gift Gallery, Photo Gallery*
- **Donate** *Gifts & Legacies, Membership*
- **Calendar** *Events at TBE*

What can I access by **LOGGING INTO** www.templebethel.com?

All of the tabs above as well as:

- **Temple Forms**
- **My Account** *Contains your member information*
 - **Member Set Up** *Links to complete your membership details*
 - **Membership Renewal** *Renew your membership dues*
 - **My Profile** *Update information about you*
 - **My Billing** *View your transactions / submit a payment*
 - **My Events** *Quick view of events you have registered for*
 - **Manage Members** *Add / edit people in your household*
 - **Manage Yahrzeits** *Add / edit yahrzeit to be reminded of the date*

ACCESS YOUR TBE MEMBER ACCOUNT FOR THE FIRST TIME:

1. **OPEN THE EMAIL 'Login to your TBE Account Today!'** and click '[Set My Password](#)'
2. **SET PASSWORD – PASSWORDS ARE REQUIRED TO FINISH SETTING UP YOUR ACCOUNT**

- Passwords must be a minimum of 8 characters
- You may choose to include a combination of upper/lowercase, numbers and special characters
- Passwords are case sensitive

Click '**SET PASSWORD**' at bottom of screen

Set Password

Please enter a password below to finish setting up your account.

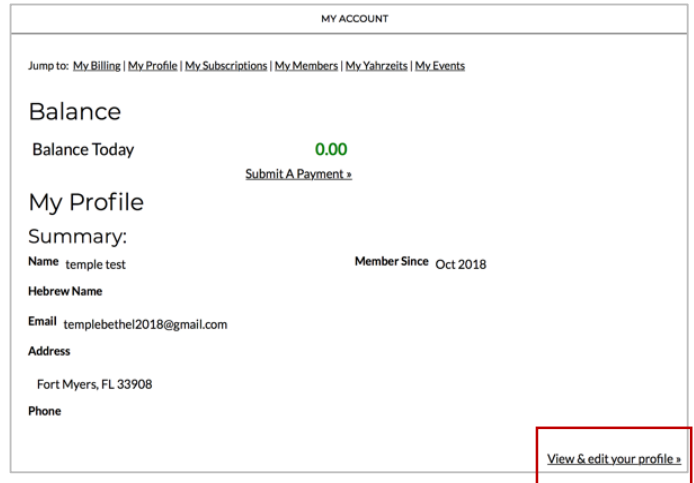
Password (Min 8 Characters):

Confirm Password:

SET PASSWORD

3. MY ACCOUNT PAGE

Scroll down and click
'View & edit your profile'



4. UPDATE YOUR INFORMATION ON EACH TAB

You **DO NOT** need to re-enter your password; only if you wish to change it!

Updating as many fields as possible will ensure we have the most accurate information for you.

What are Permissions?

- ✓ **Administer Family:** gives member access to add, edit and delete members of their family / yahrzeits.
- ✓ **Billing:** gives member access to transaction history, receive billing statements and make payments to their account.
- ✓ **Login:** gives member access to login to their account

Click **Contact Info** tab

Update info

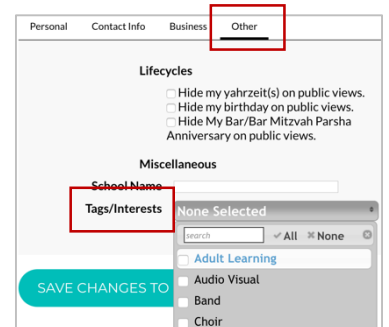
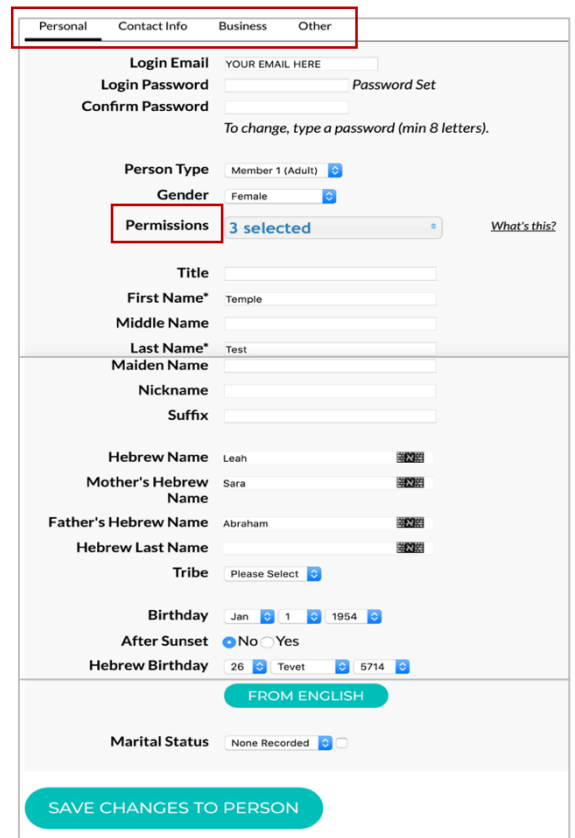
Click **Business** tab

Update info (optional)

Click **Other** tab

- **Note: Lifecycles** are only visible to you/your family. Therefore, it is not necessary to check any of the boxes to hide them from public views.
- **Tags/interests:** Let us know which activities you are interested in! (This does not mean you are "joining" or "obligated" to an activity; it just lets us know what you are interested in.)

Click **'SAVE CHANGES TO PERSON'** at bottom of screen

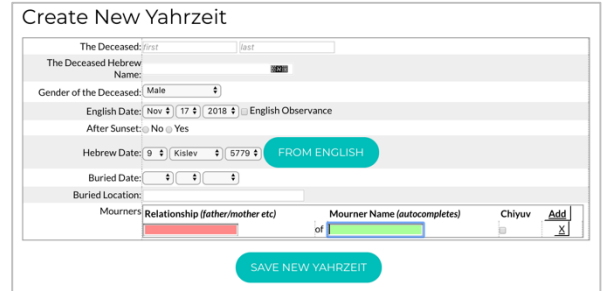


5. REVIEW/UPDATE YAHRZEIT DETAILS

Click **My Account** (on the top navigation bar)
Click **Manage Yahrzeits** then click **Add Yahrzeit**

Complete the form and click **SAVE NEW YAHRZEIT**

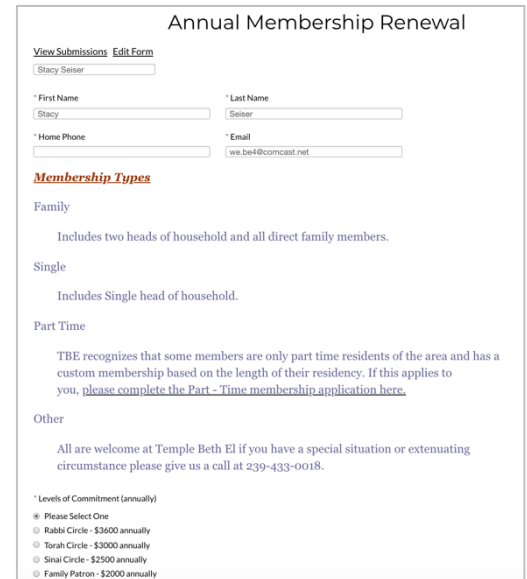
(To delete yahrzeits, click **My Account** then **Manage Yahrzeits**)



6. COMPLETE YOUR ANNUAL MEMBERSHIP RENEWAL

Click **My Account** (on the top navigation bar)
Click **Membership Renewal**

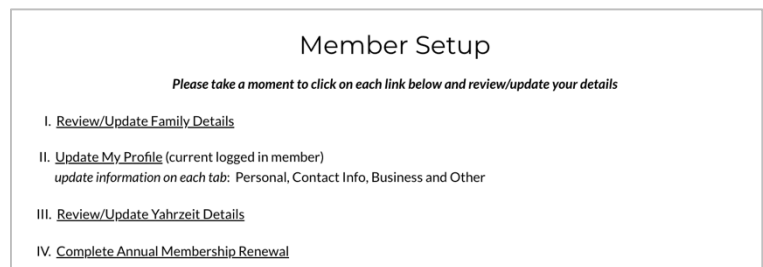
Complete the form and click **Submit** at bottom of screen



7. VERIFY YOU HAVE COMPLETED EACH STEP OF MEMBER SETUP (I - IV)

Click **My Account** (on the top navigation bar),
Click **Member Setup**

Click on each step and complete



8. SIGN OUT OF YOUR ACCOUNT

Click **'Welcome Your Name'** and **'Sign Out'**

9. ACCESS YOUR ACCOUNT IN THE FUTURE

Go to www.templebethel.com ---> login with your email and password

If you are unable to login to your account, contact the Temple office at
239-433-0018 or email info@templebethel.com