

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

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- 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:



3. MY ACCOUNT PAGE

Scroll down and click 'View & edit your profile'

MY ACCOUNT		
Jump to: <u>My Billing</u> <u>My Profile</u> <u>My Subscr</u>	riptions My.Members My.Yahrzeits My.Events	
Balance		
Balance Today	0.00	
	Submit A Payment »	
My Profile		
Summary:		
Name temple test	Member Since Oct 2018	
Hebrew Name		
Email templebethel2018@gmail.com		
Address		
Fort Myers, FL 33908		
Phone		
		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

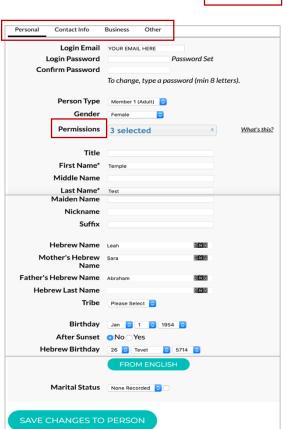
Click <u>Contact Info</u> tab Update info

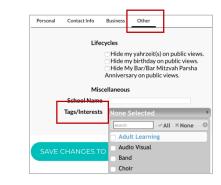
Click <u>Business</u> tab Update info (optional)

Click <u>Other</u> tab

- Note: Lifecycles are <u>only visible</u> 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 activitiy; 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

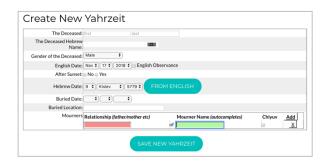
Complete the form and click SAVE NEW YAHRZEIT

(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



Stacy Seiser	
* First Name	* Last Name
Stacy	Seiser
* Home Phone	* Email
	we.be4@comcast.net
<u>Membership Types</u>	
Family	
Includes two heads of	household and all direct family members.
Single	
Includes Single head	of household.
Part Time	
custom membership h	ome members are only part time residents of the area and has based on the length of their residency. If this applies to the Part - Time membership application here.
Other	
ould	
All are welcome at Ter	mple Beth El if you have a special situation or extenuating tive us a call at 239-433-0018.

- Sinai Circle \$2500 annually
 Family Patron \$2000 annual

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

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

Member Setup

Please take a moment to click on each link below and review/update your details

I. Review/Update Family Details

- II. Update My Profile (current logged in member) update information on each tab: Personal, Contact Info, Business and Other
- III. Review/Update Yahrzeit Details
- IV. Complete Annual Membership Renewal

8. SIGN OUT OF YOUR ACCOUNT

Click on each step and complete

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