

Welcome to LOTM Pictorial Directory and Member Portal Instructions

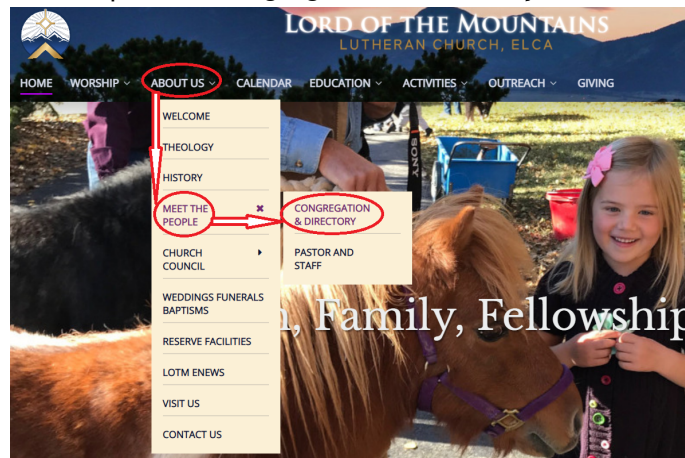
Our directory not only contains our congregation's contact information, it also allows members to edit their own information (called "profiles"), making it easier to keep it current and complete.

Log into the **Pictorial Directory** to view everyone's information and photos. Login to **Member Portal** to update and add your own information and photos. You can access either or both the Pictorial Directory and Member Portal login pages at lordofthemountains.org, or bookmark both login pages in your web browser. *Be sure to keep track of the two different passwords.*

TIP: It is easier to view the directory on a computer than using a mobile device.

Viewing the Pictorial Directory (short name is Directory)

- Go to the LOTM website homepage at lordofthemountains.org, select the "About Us" menu > "Meet the People" > "Congregation & Directory" as shown here:



- On the Congregation page, click on the "[Pictorial Directory](#)" link.
- Log in to the Directory using the case-sensitive password (**TIP: bookmark this page**).
- FORGOT Directory password? Submit [Contact Us form](#) or call LOTM (970-468-6809).

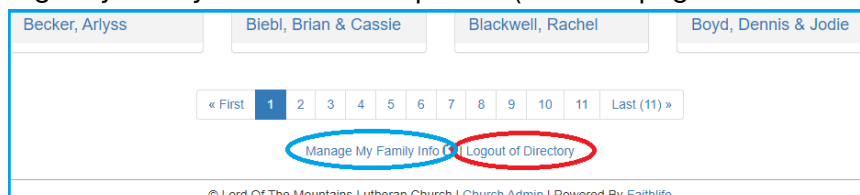
Lord of the Mountains Lutheran Church Directory

Please enter the password to login.

Password

Enter

- TO LOGOUT**, scroll to the bottom of the page and click on "Logout of Directory," or click on "Manage My Family Info" to make updates (see next page for how to update).



- SECURITY:** Password security protects our users' information on the Internet. **Do not share this password with anyone other than family members.**

Update Your Family's Directory Information

ACCESS MEMBER PORTAL

- **Open the Invitation** email you received titled “Member Portal Access” If you have not received an invitation, [click here](#) to request one. **TIP:** *This is a different login page and password than you used for the Directory.*
- **Click on the Member Portal link** in the invitation email to go to the Login page. **TIP:** *Once you use the link in the email and register, you cannot use the email link again, so go to our website to login next time, or BOOKMARK THIS PAGE before you login!*
- **Choose your own family password and Login.**

Redeem Invitation Member Portal

Spears, Nancy & Chad

Member Portal allows you to login and update your family and member records. Depending on the settings chosen by , you may be able to edit names, addresses, phone numbers, email address, photos, and more! To login, you first need to create password below. Your password must be at least six characters long.

Enter New Password

Set password and log in

MAKE UPDATES TO YOUR PROFILE IN THE MEMBER PORTAL

- When you open the Member Portal, you land on your own Family Profile page.
- **NOTE:** *There is NO “Giving History” in this Portal. (It says “Year-to-Date: \$0.00” for everybody.)*

Portal Profiles Giving History

Spears, Nancy & Chad Family Profile

718 Willowbrook Rd.
Silverthorne, CO 80498
(970) 262-0766

Nancy Profile

Chad Profile

Giving History < Ignore - no history available for anyone at this time View More

Year To Date: \$0.00

Change password Visit Lord Of The Mountains Lutheran Church's Directory

(This is how to logout)

(This is how to see your changes in the directory)

- First update your Family Profile, then click on Profile next to each family member.
- Once edits are complete, to see how your updates look when published in the Directory,
 - **Go to Portal page** (click on the **Portal** tab at the top left corner on black bar).
 - **Click on “View LOTM’s Directory”** in the bottom right corner of the Portal page.
- You may be required to enter the Directory Password. **FORGOT** Directory password? Submit [Contact Us form](#) or call LOTM (970-468-6809).

PROFILE UPDATES

- Click on the **Profiles** tab at the top left corner of the page in the black bar.
- Family and individual information updates work the same way - click on any Edit link.
- **TIP:** Make sure your profile address is your **MAILING ADDRESS** (PO Box or street address - wherever your mail is delivered).

UPLOADING PHOTOS for Families or Individuals

- To upload a new photo, click on the Upload Picture link under the “No Picture” box.
- To replace an existing photo, click on Delete Photo, then on Upload Photo.
- **TIP:** When you upload a picture, you must click on the **Crop** button (see below), even if you have not cropped it, and then you will click on Save.

- Once edits are complete, to see how your updates look when published in the Directory:
 - Go to **Portal** page (click on the **Portal** tab at the top left corner on black bar).
 - Click on “View LOTM’s Directory” in the bottom right corner of the Portal page.

Continue to update each family member's information, if you would like to, by clicking on the Edit link next to each individual's profile listed under Family Members (top left).

ADD OR DELETE FAMILY MEMBERS

Please send a [Contact Us](#) form to the church administrators listing new individuals and, optionally, their contact information and individual photo, or specify a family member who is no longer with you to be removed.

IF YOU NEED NEW PHOTOS

- **Photographers available!** Ferol Menzel, Amy Simper, or Donna Clark will gladly take your photo and/or your family's photo after church.
- **To upload your own**, please ask someone to take a "headshot" of you, or of your family, from the chest up, with good quality (resolution), good lighting, and a plain background.
- **Stop by the church** during office hours and Jenny or Donna Clark will take photos and help you check your contact information and update it.

If you need help beyond these instructions, please send a [Contact Us](#) form to the church administrators with your information updates, new photos or questions.

TIPS TO REMEMBER

1. **DEVICES** - It is easier to use the Directory or Member Portal on a computer or laptop than on a mobile device.
2. **SECURITY** is important. Please do not share the LOTM directory password with anyone outside your family or the congregation.
3. **FORGOT DIRECTORY PASSWORD?** Submit a Contact Us or call LOTM (970-468-6809).
4. **FORGOT YOUR MEMBER PORTAL PASSWORD?** This is uniquely yours. Keep it in a safe place as you will need it in the future to change contact information or photographs. To reset it, go to the [Member Portal](#) login page and click on **Forgot Password**.
5. **MAILING ADDRESS** Only provide your street address if your mail is delivered directly to your residence and not to a PO Box.
6. **SELFIES** are hard to take. If you upload your own photograph, please ask someone else to take a "headshot" of you, or of your family, from the chest up, with good quality (resolution), good lighting, and a plain background.

**Congratulations You Have Viewed the LOTM Directory and Updated
Your Family Information and Photographs**