Instructions for how to search member directories

1. Go to the login website (https://secure.accessacs.com/access/memberlogin.aspx?sn=90494) or click the "Log in" button on the new website.

2. On the login page, enter your E-mail Address or User Name and Password. For instructions how to get a login, go here http://upcch.org/wp-content/uploads/2015/09/AccessACS-Login.pdf
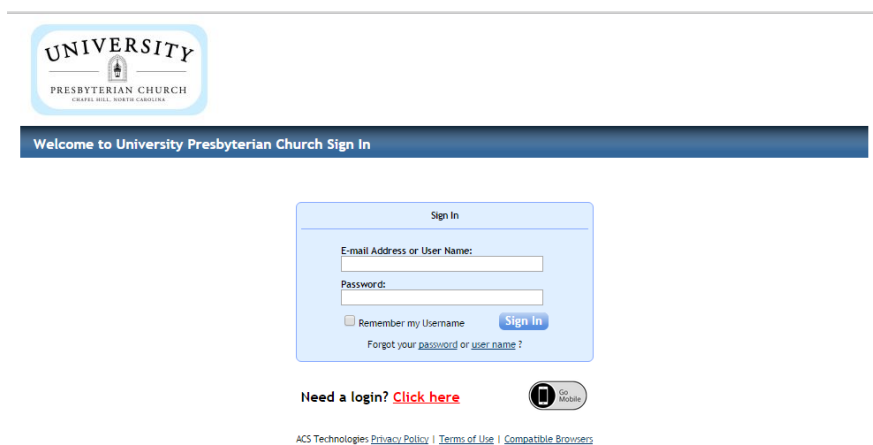

3. Once you have logged in, here is what your overview or home screen will look like. Notice the "Search box." You can type in a member's name and it will pull up matching results
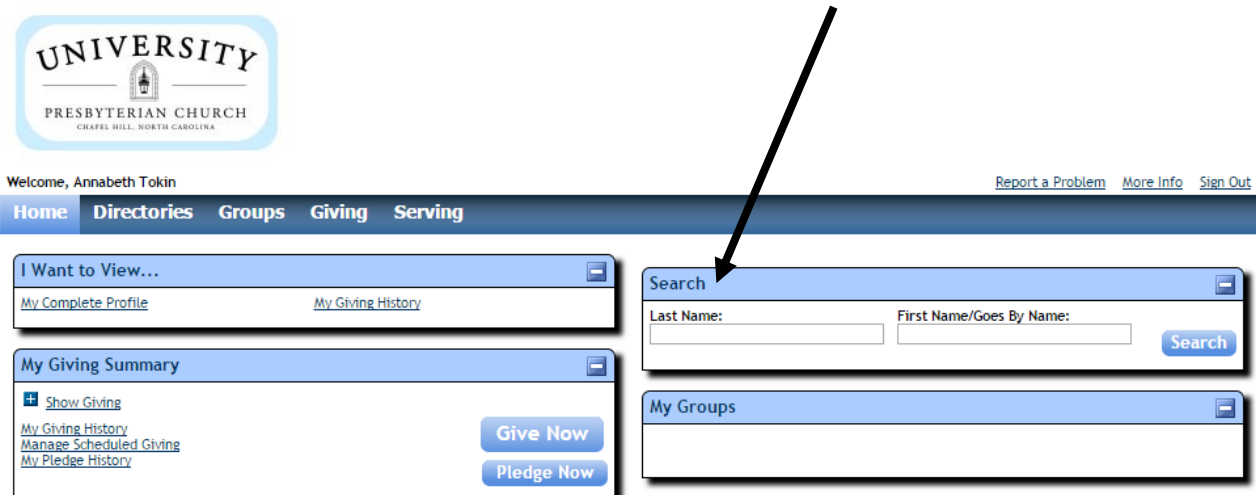
4. To see a picture directory, got to the "Directories" tab at the top of your home screen and select the dropdown "directories"
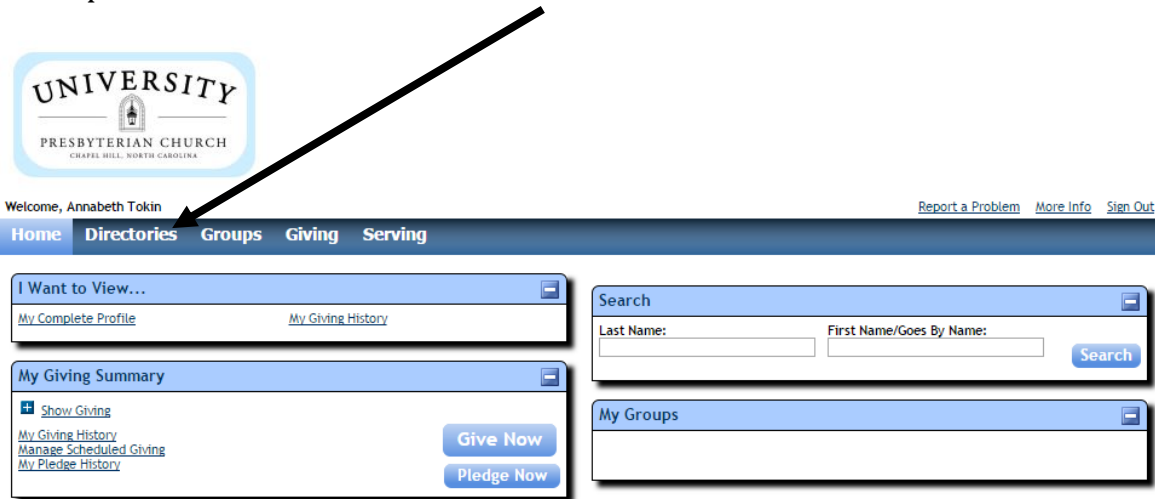
5. You can then select the option to Print an Individual Directory, Print a Family Directory, Print an Individual Directory with photos, or Print a Family Directory with photos. Once you have made your selection, click "View Directory"
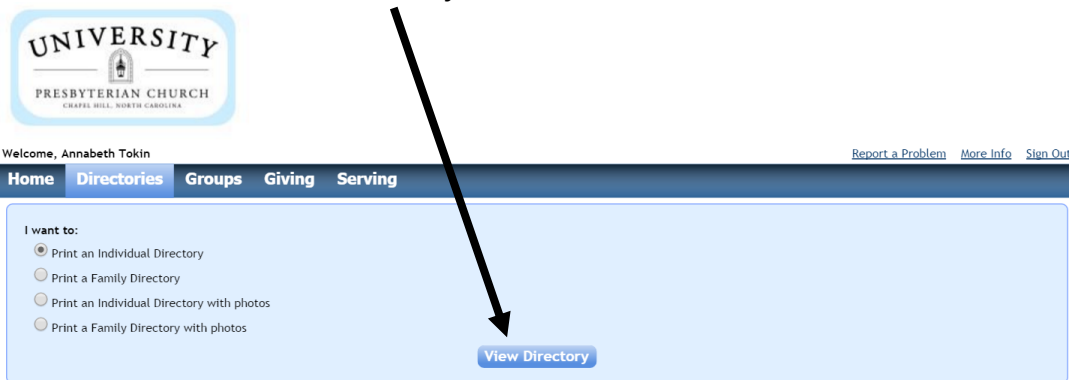
6. Whichever directory type you choose will display on the next page. The one below is the Family Directory with photos. You can bring up a search bar to search the directory by pressing Ctrl + F. Clicking the "Print" button in the top right-hand corner will open your print screen for your browser.