

# Logging in to your Realm account

- Go to <https://onrealm.org/upcch>
- Enter your email address and password



## News



The first page you will see is the "News" page. This displays any recent news that has been posted by the church or any groups you are in.

## Updating Your Profile

- Click on the small arrow  next to your name in the upper right corner
  - Note: On smaller screens click on the menu symbol  and at the bottom, Click on your Profile Photo  to access the dropdown menu

- Click on "My Profile" in the list of settings
- To change or add contact/personal information, click "Edit Profile" 
- Click on the "Contact Information" or "Personal Information" tab to update your information 

\*Remember to click "Save" to update

## Manage Your Privacy Settings

- Click on "Manage Privacy"  from your profile
- Anyone in the church- All UPC members and Staff
- Leaders & group/serving team members- Deacons/Elders, people in the same group or on the same serving team and UPC Staff
- Leaders- Group leaders, Deacons/Elders, UPC Staff
- Users with permission only- UPC Staff
- Custom Privacy- choose different privacy levels for specific contact fields and personal information

Annabeth Tokin's Info >

### Manage Account Privacy

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

\*All UPC Members (except for a handful of families who have requested not to be in the directory) have had their name, address, email, and phone number shared with all church members and staff as has been the practice of UPC for several years.