

#### How to sign up for SimpleChurch on a computer:

- 1.) Open your web browser (Internet Explorer, Chrome, Safari, etc.)
- 2.) Type "plymouthchurchseattle.simplechurchcrm.com" into the address/task bar.
- 3.) If typed correctly, you will see a green page with the Plymouth logo and a "sign in" box.
- 4.) Under the "Login" button, there are two blue links. Click the one on the right that says, "Don't have an account?"
- 5.) Type your first name, last name, email address, cell phone number and desired password into the appropriate boxes, and then check "I'm not a robot."
- 6.) After clicking, "I'm not a robot," you may see a picture cut up into squares like a puzzle. Follow the directions in the blue box and then press "Next" to continue. You may be asked to do this more than once.
- 7.) You will then be presented with your new profile, and you have successfully signed up for SimpleChurch.

#### How to sign up on the phone:

- 1.) Open your web browser for: SimpleChurchcrm app and click "install."
- 2.) When it is finished downloading, press the app.
- 3.) On the next page, see text that says "domain.simplechurchseattlecrm.org." Click on the word "domain" and replace it with "plymouthchurchseattle."
- 4.) On the next screen, fill out the information form.
- 5.) When finished, on the top right, press "save."
- 6.) Once it takes you to the next screen, you have successfully created a SimpleChurch account.