

2017 - NCC Community Database

Your new **NCC Community** database by Elexio is ready for you to use. We chose this system for many reasons but primarily we wanted the system to be highly secured and user friendly for our members, friends, and staff. The NCC Community database is the place where you will be able to update your contact information, provide a nice picture of yourself and members of your family that attend NCC, view groups you may lead, print out your donation statements, and find Groups which may interest you. **NCC Community** is also what our staff and ministry team leaders will use to stay in touch with you and your family. Your basic contact information is what we will access when we need to reach you by email, ground mail, or phone so please be sure to update as needed. **Only you and our accounting staff can see your giving.*

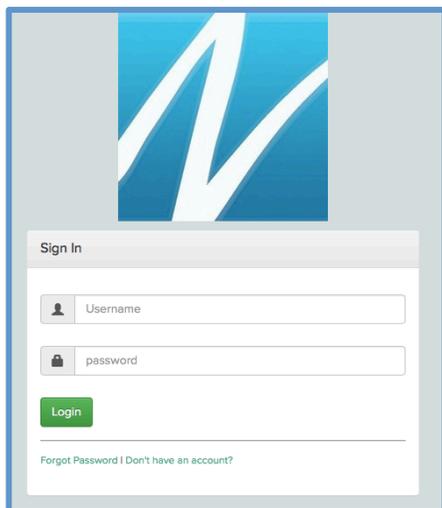
Whenever we contact you by email you will see an unsubscribe option at the bottom of the email. Please note that the unsubscribe option in **NCC Community** is an all or nothing opt-out. If you opt-out when you receive email correspondence, no one from NCC will be able to reach out to you through the database email **for any reason** so please use caution if activating it. Having said that, there are other ways to let us know you want to be removed from receiving specific types of emails. For example, if you are receiving emails from an NCC ministry team and want to opt-out, just email that team leader or send an email to janet@newcitychurch.net and we will make sure you are removed from their list.

On Monday, October 16, 2017 we sent out email invitations for our members, attendees, and friends of NCC to begin using NCC Community. Invitations were sent out to all the accounts in our database for which we have a valid email address. The email would have included your login name and a temporary password. This email came from our service provider, Elexio. Please check your SPAM filter, if you do not see this invitation or email janet@newcitychurch.net to have one resent.

Once you have logged into Community, you can click on the "ACCOUNT" tab and change your user name and password to something that may be easier for you to remember. You can also click the "EDIT" tab if you need to update your contact information. *(Refer to examples of screens below)*

If you ever have questions about how to use the system, we are here to help. You can call the church office at (770) 964-2138 or email janet@newcitychurch.net.

Login to NCC Community: You can login from any the web browser on your smart phone, personal computer, or tablet at newcitychurch.elexiochms.com. Refer to your email invitation for your actual user name and temporary password. Remember you can change your login name or password once you login for the first time.



Sign In

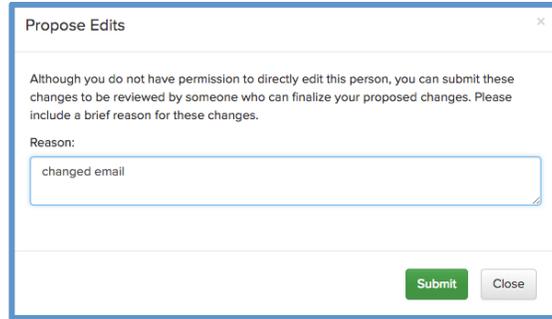
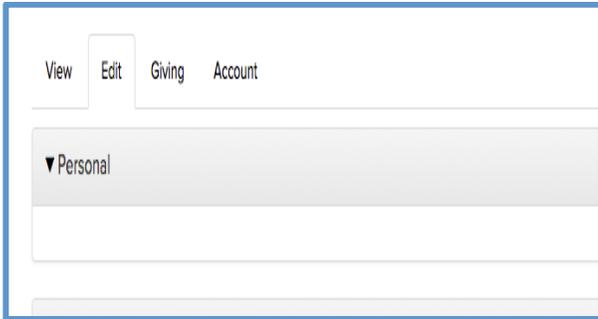
Username

password

Login

Forgot Password | Don't have an account?

Update Contact Information Click the EDIT tab and update your information. When you finish click SAVE. You'll be able to add a profile picture, update and add phone numbers, emails, and mailing addresses.

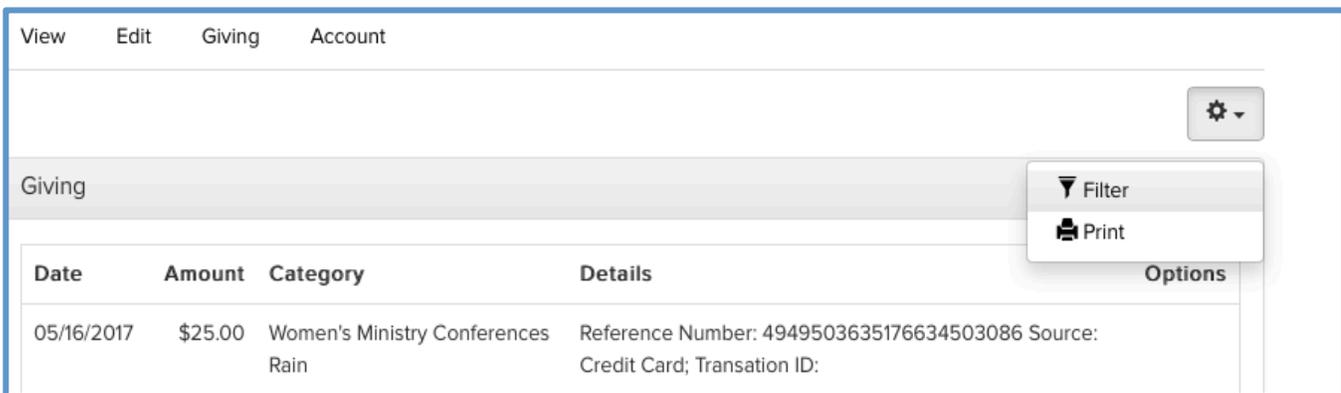


Change Your User Name and Password

You have the option to change your user name and password at anytime and as often as you wish (remember to click SAVE after your changes.) We cannot retrieve your password, so if you ever forget it, please use the 'FORGOT PASSWORD' option on the login screen.

View All Your Giving and Print Donation Statements

NCC Community stores all your financial giving. Donations that you have made through our online giving tool are synchronized into this account and permanently stored. You'll be able to display and print statements for all gifts you have designated to your account. All online, cash, and paper check donations are stored in **NCC Community** for you.



You now have the convenience of printing out your own giving statement, though we will still mail them out to you in January of each year. You can filter for all gifts, tax deductible only or not tax deductible. In addition, you can search for donations during any time period back to 2006. The bottom of the giving history screen displays totals by fund so you can see how much you have given towards each fund from your search.

If you have any questions about your giving information, please email finance@newcitychurch.net and the accounting staff will be happy to answer any of your questions.

Group Finder

Click Groups, on the left side of the toolbar to reveal the Group Finder. Use the Group Finder search boxes to narrow down your results. This is a new feature for us and we will continue adding groups that exist at both NCC campuses so you can read about them and have the option of joining those that interest you or your family.

Thank you for being a valued member, attender, and friend of New City Church. Please let us know if we can do anything to assist you as you use this new tool.