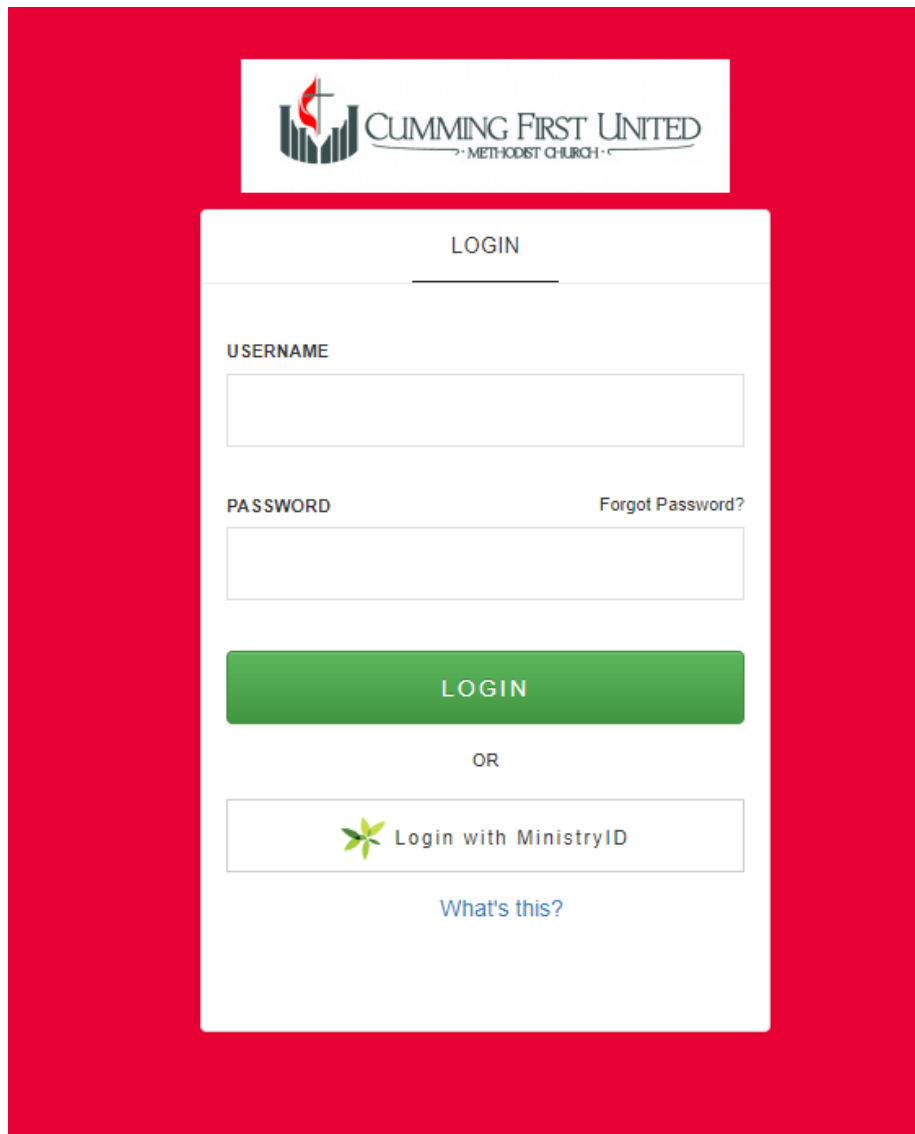


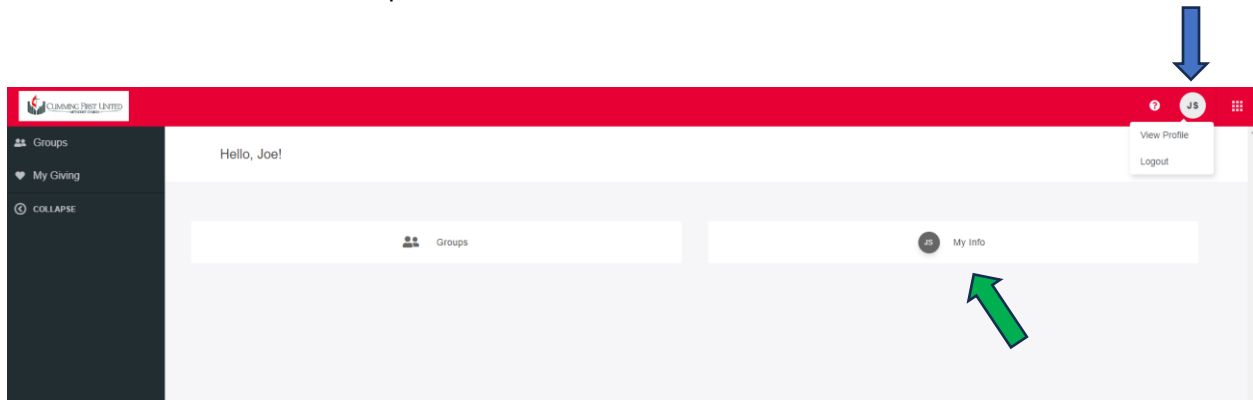
Shelby Next Portal Tutorial

Cumming First United Methodist Church is excited to now offer Shelby Next portal logins to its member to update personal information and to see their giving. To login to your account please to go cfumcga.shelbynextchms.com. Credentials for the portal would have been emailed to your email address on file. If you have not received this email, please contact our Financial Administrator at 770-887-2900 ext. 232. At this login screen please enter your username and password from the email and hit the green login button.

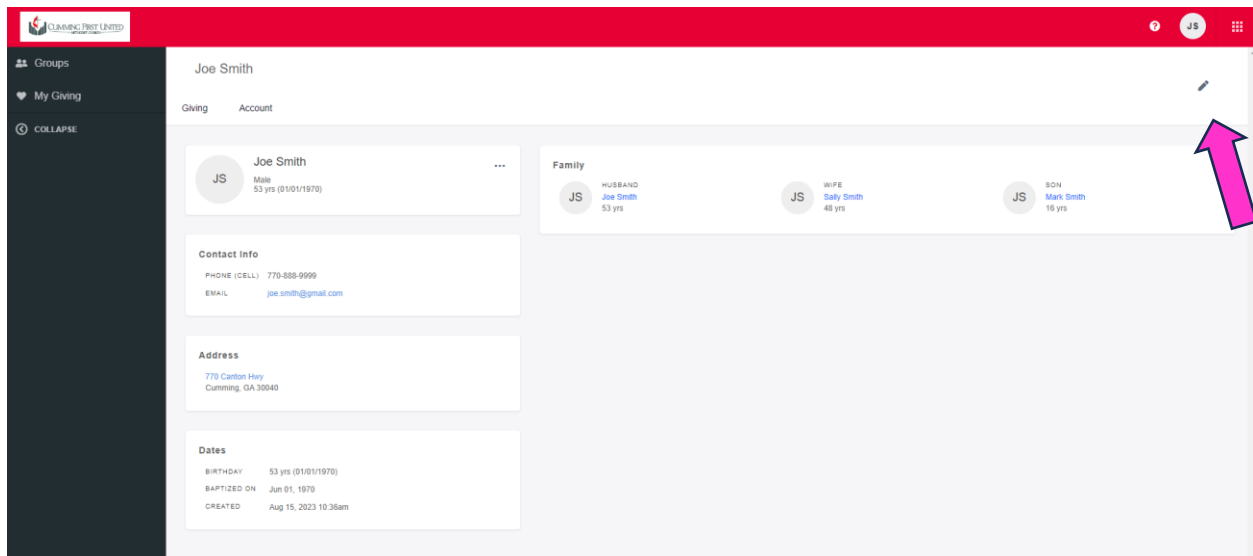


The image shows a login page for Cumming First United Methodist Church. At the top, there is a logo with a stylized cross and the text "CUMMING FIRST UNITED METHODIST CHURCH". Below the logo, the word "LOGIN" is centered. There are two input fields: "USERNAME" and "PASSWORD". To the right of the password field is a link "Forgot Password?". Below the input fields is a large green button labeled "LOGIN". Underneath the button is the word "OR". Below "OR" is a button with a green star icon and the text "Login with MinistryID". At the bottom, there is a link "What's this?".

Upon logging in you will be presented with the following screen. Please note, all information presented for this tutorial is for a fictitious person.

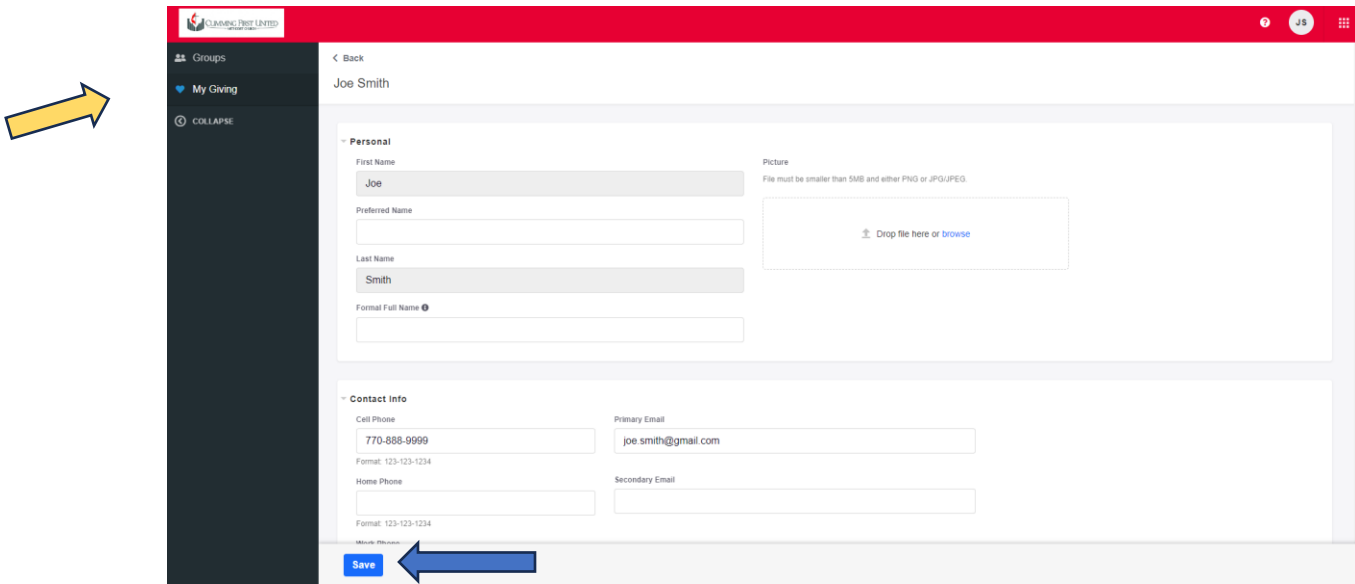


To see and update your personal information such as address, phone number, email etc. either click on the initials of your name in the top right-hand corner of the screen and then select “View Profile” (see blue arrow above) or click on your initials on the main page out to the right-hand side where it says “My Info” (see green arrow above). Either selection will take you to a screen that looks like the following.

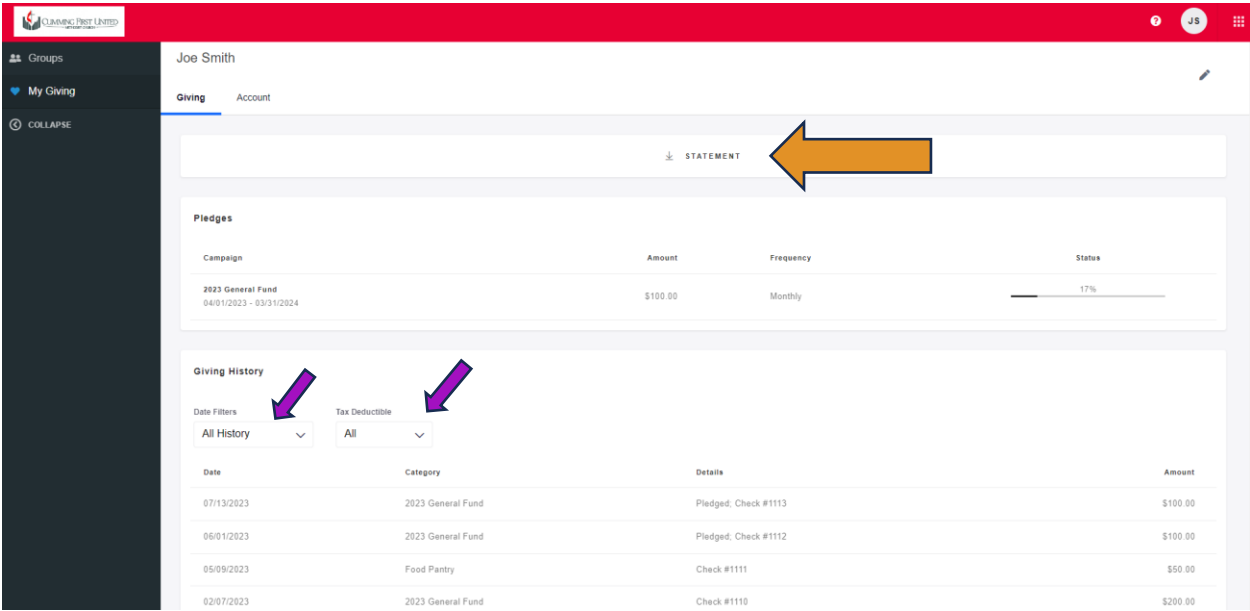


From this page you can edit your personal information by hitting the pencil icon (see pink arrow above) in the top right corner just under your initials.

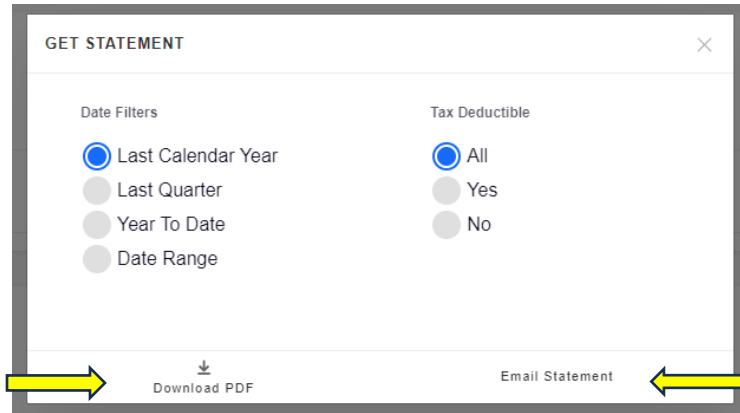
If you edit any information from this page, please be sure to click the blue “Save” button on the bottom of the screen (see blue arrow below) or your changes will be lost.



To see your giving history and obtain a giving statement click on “My Giving” on the left-hand side of the screen (see yellow arrow above). On this screen you will see a history of all your giving as well as any current and past pledges as well as their status. You may filter your history for date range and tax deductibility status by hitting the drop down arrows just under Giving History (see purple arrows below).

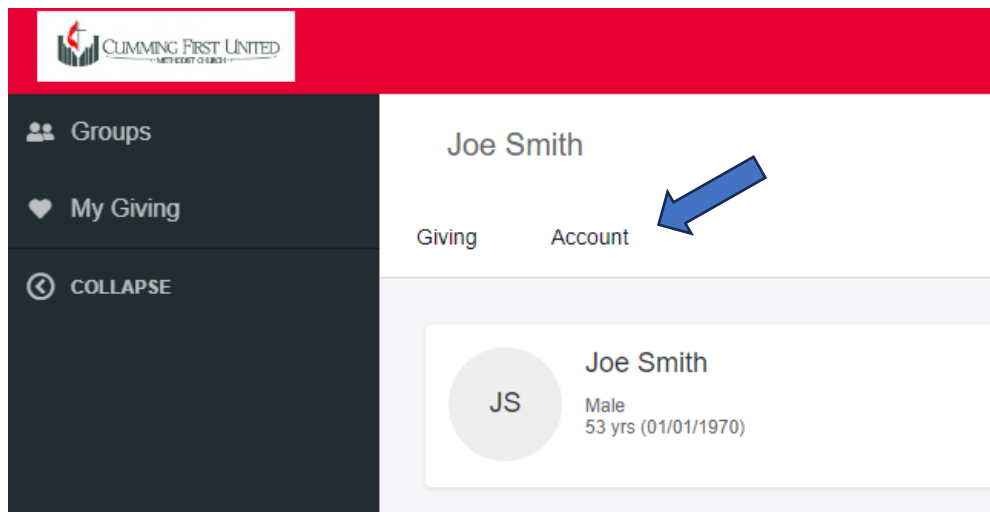


To download a statement of your giving hit the “Statement” button (see orange arrow above). You will be presented with options for date range and tax deductibility status.

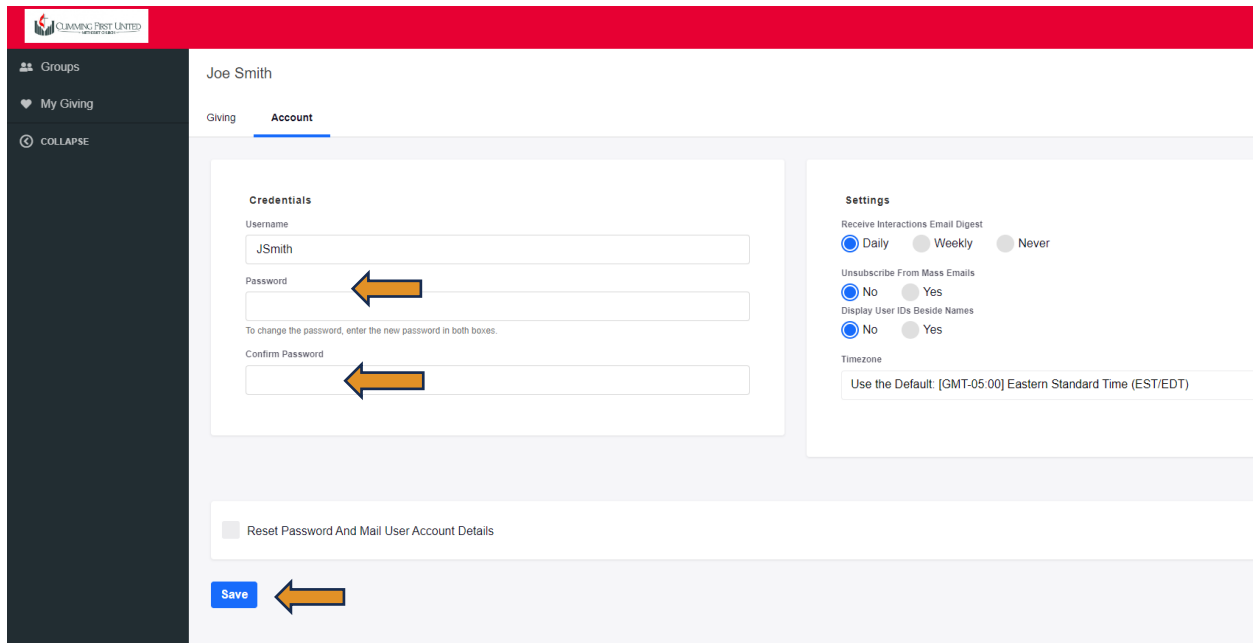


After making your selections you will have the option to download a PDF or email yourself a pdf version of the statement (see yellow arrows above). Please note, the statement will go to the email on your profile record which you can find by clicking your initials in the top right-hand corner and selecting “View Profile”.

You may update your password for your portal login by clicking on “Account” just under your name (see blue arrow below).



You will be presented with the screen below where you can enter a new password under the credentials section, re-enter the password to confirm, and then hit the blue save button at the bottom of the screen (see orange arrows below).



We hope this brief tutorial was helpful for orienting you to your new Shelby Next portal with CFUMC. If you should have any questions, please feel to reach out to us at 770-887-2900 ext 232.