

Step-By-Step Instructions for Signing Up for Use on PC

Instant Church Directory™

STEP 1— go to <http://www.instantchurchdirectory.com>, OR follow link provided on our CBC website under our “members/directory” tabs

STEP 2—Choose “Church Member Sign In” button in the top right corner of page.

STEP 3—You will be directed to a page with a box like the one shown below in the upper right hand corner of the page.

STEP 4—If this is your first time signing in, choose [Create a log in now](#) link.

Church Member Sign In

Sign in below to connect to your church directory.

[Forgot password?](#)

First time signing in? [Create a login now.](#)

Are you an admin? [Click here to sign in.](#)

First-timers need to create a new login
NOTE: the email you provide as your login MUST match the email listed in the directory



STEP 5— Once your login and password have been created, a “confirmation prompt” email will be sent to the email account you provided as your login ID.

STEP 6—Confirm your email by following the provided link. The confirmation email looks like this:

Online Church Directory

Please verify your email address by clicking on the link below:

<http://members.instantchurchdirectory.com/signup/confirmation/2647cfcf-a5b2-43f2-a6b5-6d36fd691f08>

Once you click on the link above, your email address will be validated. To login, please enter this email address followed by your password.

Please ignore this email if you didn't request a password and contact your church with any questions or concerns.

Instant Church Directory
PO Box 6270
Beaufort, SC 29903


STEP 7—Enjoy access to the directory!

Step-By-Step Instructions for Downloading Mobile App


Instant Church Directory™

STEP 1— Open the internet browser on your smart phone or mobile device and navigate to instantchurchdirectory.com.

STEP 2—Scroll slightly down and find “Free Member App” option.



Free Member App



**Scroll down, look
for this option,
and click it**

Now you and your members can sync your church's directory right to an iPhone, iPad, iPad Mini, Android device or Kindle Fire! Search, email, call or text members right from your device. And our system is fully-secure for your church and members.

STEP 3—You will need to select a “clearing house” such as iTunes for iPhone, or Google Play for Android phones. Once you’ve found the option for your phone or device, select “GET” or “INSTALL” and wait for the app to download.

STEP 4—Once the app has been installed, you will be prompted to open it. An email will be sent to you with a password provided to you by Instant Church Directory. Once you receive and type in your password, your app is ready to use! You will not be prompted to enter a password again.

NOTE: The mobile app is the most convenient feature since you will not have to enter your email and password each time. The app simply opens! Enjoy!