

http://lve.inetmember.com/



The information in the database was based on our last known contact information for you. Please be patient with us as we seek to get the system up and running.

1. Log in using your email address and the password **Ielve**
2. If it does not work, try the same email and select **Forgot Password?** If your email matches the database, it will send you a new password.
3. If it still does not work, select **Problems?** or send an email to any Board Member. We will set a user ID and password and email back.

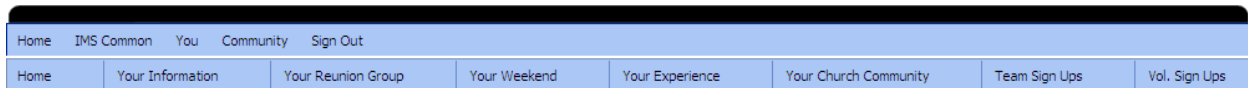


Once successfully in the system, you will see the following header with the 5 menu items. Hover over the **You** menu and two submenus will display.

Select the **Change your Sign In Info**

1. On the resulting page, change your password (if not prompted to do so on first login) and select **Change Password**.
2. If you do not wish to use your email address as your login information, you can choose any other login name you like and select **Change User ID**.

Hover over the **You** menu and select the **All about You**



You will now see the following 8 submenu items. At this point, we are only trying to get your personal information updated so we know who is active. We know the experience and weekend information is sometimes incorrect due to data conversion process errors and that will be corrected at a later time.

Hover over **Your Information** and select the **Contact / Credentials** option

1. On this screen you can update everything on the left side.
2. Please update all the fields to contain correct information.
3. **Birthdate** is optional unless you will be working Chrysalis
4. Select your current church from the dropdown. If your church is not present, leave blank and email a Board Member and we will add it to the database.
5. If a field is in all UPPERCASE, please retype in Title Case. Later reports will look better if UPPERCASE is removed.
6. Select **Update Your Information** then **My Information is Correct**

Hover over **Your Information** and select the **Options** option

1. Update each of the options. The options are explained by hovering over the blue dot to the right of the option.
2. Select **Save Changes**

Thanks for helping us with this first phase of database update. Feel free to explore the other options and their functionality.