#### Login Member Portal

| Email                   |  |
|-------------------------|--|
|                         |  |
| Password                |  |
|                         |  |
| Enter                   |  |
| Forgot your password?   |  |
| Haven't registered yet? |  |

- 1. Go to: https://servantkeeper.com/member-portal/faithoutreach-church
- 2. Click: Haven't Registered yet?

### Registration Member Portal

| Family Email Address   |  |  |
|------------------------|--|--|
|                        |  |  |
| Get Email              |  |  |
|                        |  |  |
| Back to the login page |  |  |

- 1. Enter email address listed on family's account. If you're not sure what your family's email address is, please contact the admin office at 706-792-9972 or email: request@foclc.org
- 2. Click: Get Email

### Registration Member Portal

If your email matches a family in the database, then a message has been sent with further instructions to setup your password. Please check your inbox. If you do not see a message within 10-20 minutes, try re-submitting your email, making sure it's free of typos. Or, if you have another email address that might be correct instead, try that.

Login page.

Try another email address.

Back to the login page

| = 附 Gmail | Q Search all conversations | 荘   |  | ● Active ▼ ⑦ 🕄 🏭                 | Google 🧲 | ; |
|-----------|----------------------------|---|--|----------------------------------|----------|---|
| Compose   | □• C :                     |   |  | 1-50 of 110                      | < >      | 1 |
|           | 🔲 🕁 no-reply               | Member Portal Registration - Registration Hi Jon & Joelle, Almost dom | ne setting up your login to Member Portal. Click the link below to create a password and login. Registration: https:// | servantkeeper.com/member-portal/ | 12:23 PM |   |
|           |                            |   |  |                                  |          |   |

# You should see this email. If not, check your family's email address again

>

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| Q | Search all conversations 3   | • Active • ⑦ 🕄 🏭   | G   |
|---|--|--|-----|
| ← |  | 1 of 11  | o < |
|   | Member Portal Registration External Index x  |  | 8   |
| - | no-reply@servantpc.com<br>to me •  | 12:23 PM (3 minutes ago)                                 | ÷   |
|   | Registration   |  |     |
|   | Hi Jon & Joelle,   |  |     |
|   | Almost done setting up your login to Member Portal. Click the link below to create a password and login.             |  |     |
| < | Registration: https://servantkeeper.com/member-portal/faithoutreach-church/registration/form/zNzjXTHB2d3f            | tlzeDRSES5p0NWfvqdrwldEz9WKyys                           |     |
|   | If you did not start this registration or do not wish to continue, you can safely ignore or delete this email, and t | he token will expire in two hours from when it was sent. |     |
|   | Servant Keeper   |  |     |
|   |  |  |     |
|   | ← Reply → Forward  |  |     |

# 1. Click on the registration link to create a password and login

# Registration Member Portal

| Enter New Password     |  |  |  |
|------------------------|--|--|--|
|                        |  |  |  |
| Register               |  |  |  |
|                        |  |  |  |
| Back to the login page |  |  |  |

- 1. Create a new password
- 2. Click: Register

| ← → C  | servantkeeper.com/member- | oortal/faithoutreach-church/#/ |  |                      |                     | ଓ 🕁 🗐 🌑 | : |
|--------|---------------------------|--------------------------------|--|----------------------|---------------------|---------|---|
| Portal | Profiles Giving History   | Involvement                    |  |                      |                     |         | ሮ |
|        |                           |                                | Abiding, John 8<br>5642 Windsor<br>Hephzibah, GA 30815<br>12 | Joelle (Test Record) | Family Profile      |         |   |
|        |                           |                                | John   |                      | Profile Involvement |         |   |
|        |                           |                                | Joelle   |                      | Profile Involvement |         |   |
|        |                           |                                | Giving History<br>Year To Date: \$0.00                       |                      | View More           |         |   |
|        |                           |                                | Change password  |                      |                     |         |   |

- 1. This is what you should see when you first login
- 2. Click: Giving History



#### Yearly totals

2021 \$0.00

1. Click: Detail

| $\leftrightarrow$ $\rightarrow$ C $\bullet$ servantkeeper.com/member-portal/faithoutreach-chur | ch/#/giving-history/detail/family       |                    |                           |                             |                | 🖻 🕁 🗐 🌓 :    |
|--|---|--------------------|---------------------------|-----------------------------|----------------|--------------|
| Portal Profiles Giving History Involvement   |   |                    |                           |                             |                | Ċ            |
| Overview Detail  |   |                    |                           |                             |                |              |
| Family Members   | 2021-01-01 → 2021-12-22                 | Filter account 🐱 X | Filter tax deductible 🐱 X | Include Unlinked View and P | rint Statement |              |
| Family Profile   | Date Amount                             | Individual Name    | Account                   | Payment Type                | Tax Deductible | Check Number |
| John <   | No records to display                   |                    |                           |                             |                |              |
| Joelle   | Prev 1 V Next<br>Filtered total: \$0.00 |                    |                           |                             |                |              |

- 1. Click "Family Profile" for Husband and Wife statement
- 2. Click "Your Individual Name" for only your statement
- 3. Click "View and Print Statement"

C is servantkeeper.com/member-portal/faithoutreach-church/print-giving-history?startDate=2021-01-01&endDate=2021-12-22&includeUnlinked=true&sortField=date&sortField=date&sortField=family&tax=all

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| Faith Outre<br>2664 Willis<br>P.O. Box 11<br>Hephzibah,<br>58-2178686 | ach Church, Ind<br>Foreman Rd<br>I09<br>GA 30815         |                 |  |                     |     |         |
|---|--|-----------------|--|---------------------|-----|---------|
|   |  |                 | Detailed Statement<br>01/01/2021 - 12/22/202 | 1                   |     |         |
| For:<br>Dr. & M<br>5642 W<br>Hephzit                                  | <b>irs. John &amp; Joe</b> l<br>⁄indsor<br>bah, GA 30815 | le Abiding      |  |                     |     |         |
| Date  | Amount   | Individual Name | Account                                      | Туре                | Тах | Check # |
| Sorry, no co  | ntribution record  | s were found.   |  | Tax Doductible:     |     | ¢0.0    |
|   |  |                 |  | Tax Deductible:     |     | \$0.0   |
|   |  |                 |  | Non-Tax Deductible: |     | \$0.0   |
|   |  |                 |  | Total:              |     | \$0.0   |

#### 1. View and Print Statement

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