



Greater Mount Calvary Holy Church

## Instructions for Calvary Connection Online

*Calvary Connection* enables you to quickly access your membership information online!

- Update your personal information
- View your giving and pledge history
- View and/or print your tax contribution statement.



Experience all these great features by clicking the *Calvary Connection* link on [www.GMCHC.org](http://www.GMCHC.org)!



### Step 1

- Open [www.Gmchc.org](http://www.Gmchc.org) in your web browser
- Scroll to the bottom of the page
- Click the link for [Calvary Connection](#)

**\*\*NOTE:** *Calvary Connection* works best with Internet Explorer 7 (IE7) or higher versions.

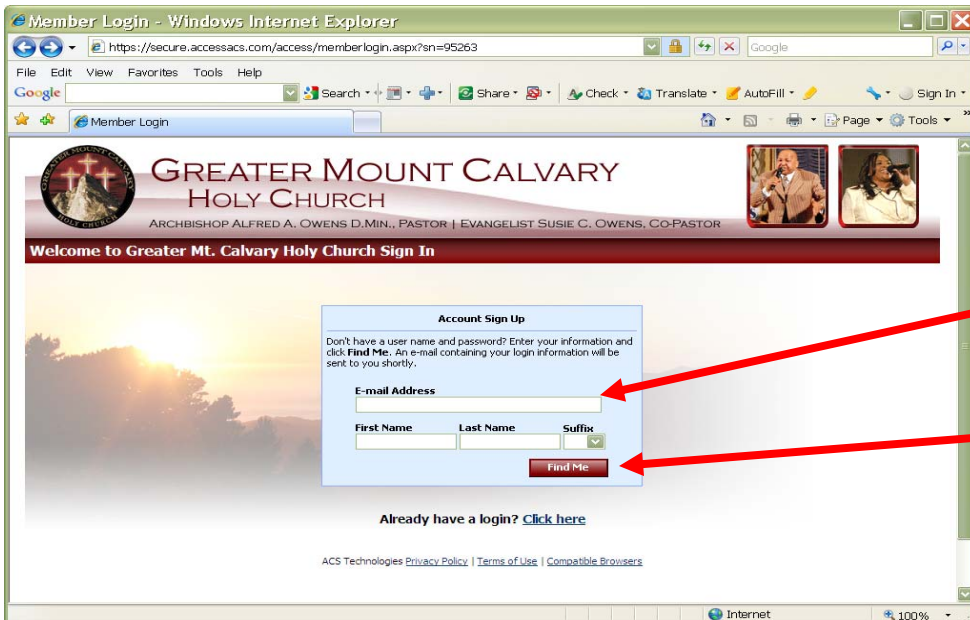
## Step 2

- If you've never used Calvary Connection (first time user) click the link for **Need a login? Click here**



## Step 3

- Enter your Email Address
- Enter your First Name
- Enter you Last Name
- Click the link for **Find Me**



Congratulations! You have successfully registered with *Calvary Connection*!

You will receive an email with your user name and temporary password. This will be sent to the email address used in Step 3.

\*\*Notes:

- When logging in, your user name should be typed with no space for example: CindyPowell.
- Type the temporary password exactly as it appears. It is case sensitive. You may also copy and paste it.
- Once logged in, you will be prompted to change your temporary password.
- **Please retain your username and password for future use.**

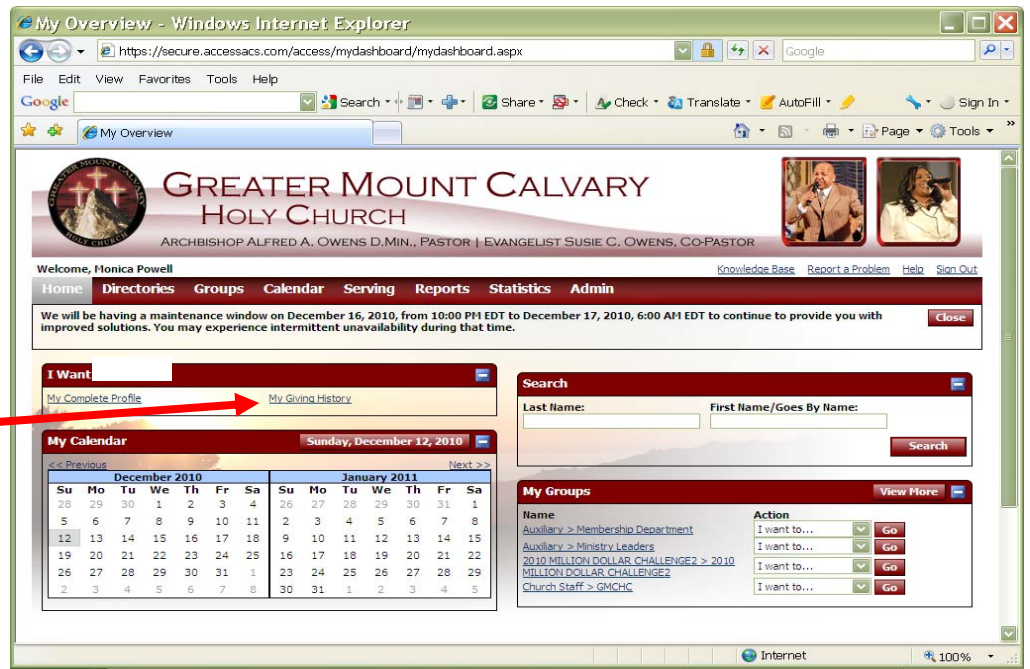
## Step 4

### Accessing your tax contribution statement

Once you've logged in to *Calvary Connection*:

- Click the link for **My Giving History**
- Change the year to 2011 (not pictured)

The tab for **PDF/Tax Statement** is located just below the year. Once opened, you may print the statement.



If you are unable to login to Calvary Connection please contact the Membership Department via email at [membership@gmchc.org](mailto:membership@gmchc.org). Your first name, last name, and email address must be verified. Thank you for assisting us in keeping our records up to date!

## Frequently Asked Questions

- Is my contact information freely available on the Internet?  
No, your information is available only to Calvary Connection Administrator / Ministry Leader with log-in access.
- What information can Calvary Connection Administrator see about me?  
By default, your entire profile which includes your name, home address, birth date, phone numbers, e-mail address.
- What information can Ministry Leaders see about me?  
By default, your entire profile which includes your name, home address, birth date, phone numbers, e-mail addresses. This default can be modified by the Calvary Connection Administrator.

- Will this open me up to spam?  
No. Since your data is only available to the Calvary Connection Administrator and designated Ministry Leaders, spammers will not be able to access your information.
- Is my giving history private?  
Absolutely, other than those with privileges to access this information only you can see your giving history and only when you have logged in. The server is tested daily to make sure that it is safe from hackers and is protected by a SSL certificate (Secure Socket Layers).
- I'm a member of a ministry / auxiliary group that is not listed on my account, what do I do? Send us an email [membership@gmchc.org](mailto:membership@gmchc.org) to let us know.
- How do I update my information?  
If you've moved changed your phone number or e-mail address, you can update your record by clicking "My Complete Profile" and then clicking on the pencil icon.
- Why doesn't my contribution look right in My Giving History?  
Contributions from Sunday are typically available within 3 weeks with the exception of Internet and Direct Deposit contributions. If you are missing recent gifts, they most likely have not been posted yet. Contributions from the Internet, Direct Deposit and ACH are typically posted within two weeks after receipt of the monthly bank statements. If you have other questions, e-mail [membership@gmchc.org](mailto:membership@gmchc.org).
- Why am I unable to sign up for an account?  
There are a few reasons that might prohibit you from successfully creating an account on Calvary Connection. First, only those who have updated their membership information are able to sign up for an account. Second, you must enter your first name, last name, and e-mail address exactly as we have them listed in the database. If at first you don't succeed, try a different name or e-mail. If you still have difficulties, send an email to [membership@gmchc.org](mailto:membership@gmchc.org).