

# Accessing the Online Directory

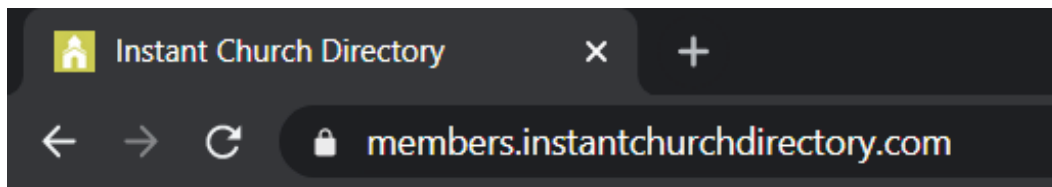
Members and regular attenders are invited to submit their contact listing information to the church through one of three ways:

1. Through a paper form placed in the offering box on Sundays. This usually occurs once each year.
2. Submit a digital form at [www.scbc.cc/directory](http://www.scbc.cc/directory).

You must include an **email address** in order to access the online or app directory.

Once you have a listing in the directory, accessing the SCBC church directory online is simple!

## 1. Visit [members.instantchurchdirectory.com](http://members.instantchurchdirectory.com)



## 2. If it's your first time signing in, click "Create Login."

First time signing in?

Create Login

## 3. Create a login using the email address you submitted to the church.

Get started by using your email address to connect to your church's directory.

It's a good idea to use a strong password that you're not using elsewhere.

Password must be at least 8 characters and contain at least two of the following special characters:  
Capital Letters, Numbers or Symbols.

Email address in your church's directory

Create a password

Confirm password

Submit

4. A verification link will be sent to your email address. Click the link to verify.  
You will then be directed to the sign in page. Use the login info you just created.

Email address in your church's directory

Password

Sign In

[Forgot password?](#)

5. If you forgot your password, click “Forgot password?” and follow the instructions there.

## Accessing the App Directory

Once your listing info is submitted to the church through the steps on page 1, you can access the iOS, Android, or Kindle apps by searching “Instant Church Directory” in your app store.

Then follow the same login instructions as listen previously, using the email address you submitted in your listing.

## Making Changes

Once logged in to the Member’s site, you can click “Edit My Family” to make changes to your listing and photo.

[About](#) [Edit My Family](#) [Update Password](#) [Sign Out](#)

This can also be done in the app by clicking the three bars on the top left and tapping “Edit My Family.”

Still having problems? Email us at [info@scbc.cc](mailto:info@scbc.cc) or see one of the elders.