## **Instructions to Update Contact Information**

Once logged into IGNITED ONLINE,

CLICK: Home/My Profile

Click Add or to add or update phone numbers/emails

Click Personal Info to update your personal information

Click Edit/Family info to upload a new family photo

Click Edit/Personal Photo to upload a new individual photo

You can edit/add pictures for the members of your family. (Note: Changes will not be effective immediately, a change request will be created and processed by church staff.)

PROBLEMS LOGGING IN: Please contact the church office for assistance with your login.