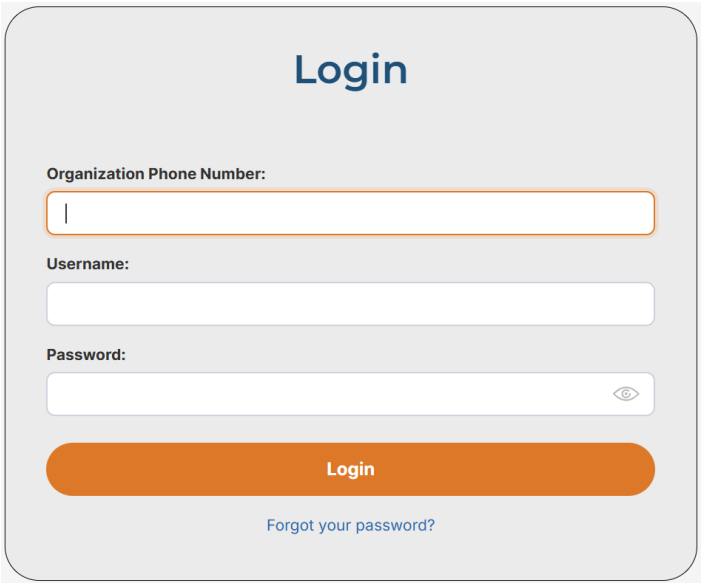
Member Portal User Guide

The Member Portal is an app and website that allows organization members to view and search the directory, manage the information the organization has on file for their family, and print donation statements.

The Member Portal can be accessed using the free IconCMO app, available for both Android and Apple devices, or by logging in to www.iconsystemsinc.com/church-login/

Log in From the Website

To access the Member Portal from the website, visit the following web address: www.iconsystemsinc.com/church-login/. Enter the information provided by the organization and click 'Login'.

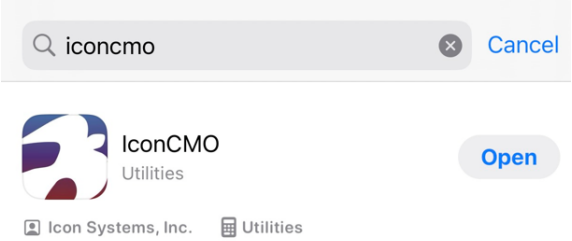


** Your organization may have a link or button on its website that directs you to this page. Look for the Icon Systems button:

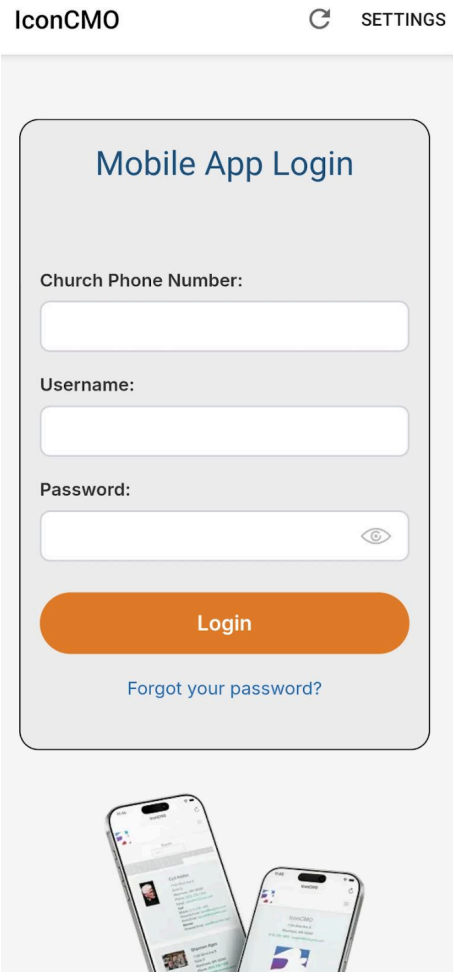


Log in From the App

To log in using the application, first download it from the Google Play Store or the Apple App Store. Search 'IconCMO' to find the app.



Download the app to your phone and open the app to get the login screen.

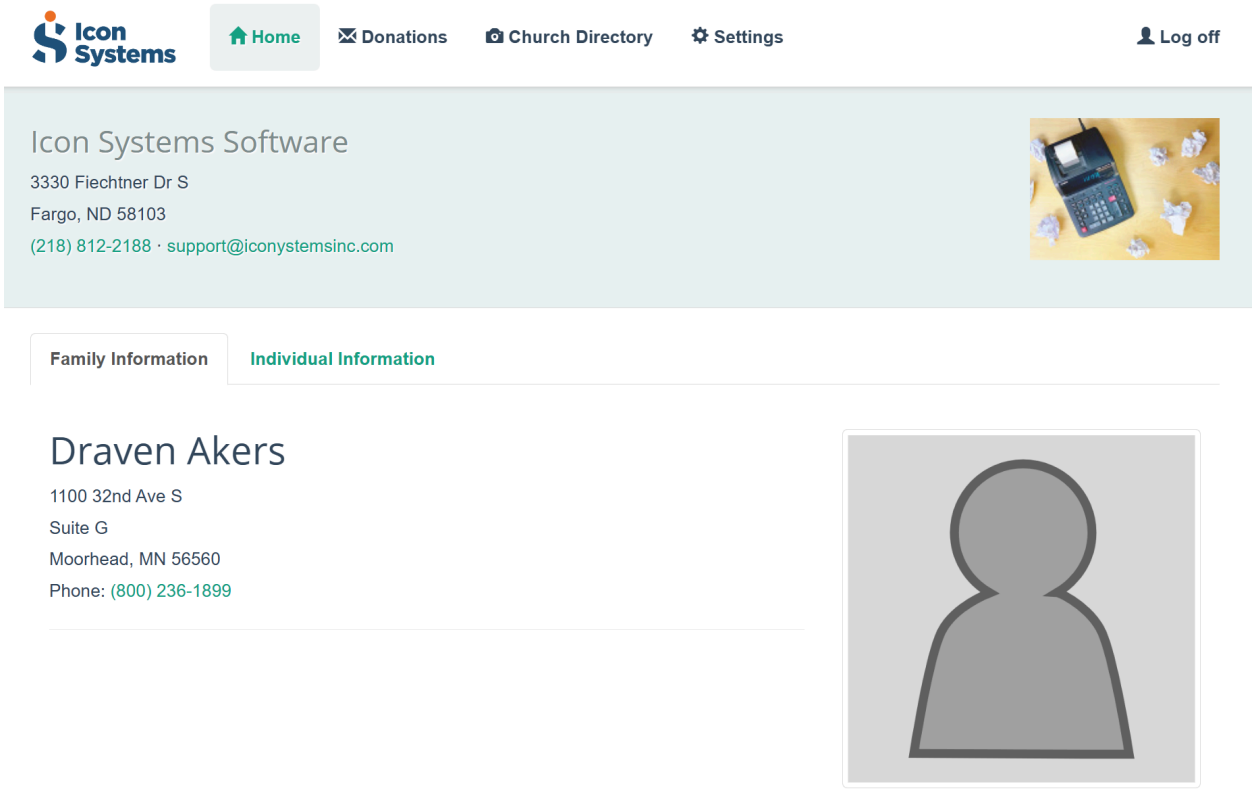


The staff at Icon Systems cannot assist with your login. If you experience any issues logging in, please contact your organization's designated representative.

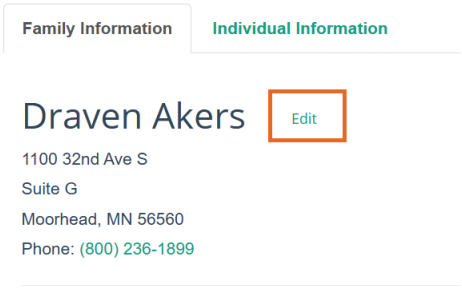
The Member Portal consists of four main sections: Home, Donations, Church Directory, and Settings.

Home

On the Home screen, you will see the organization's contact information and tabs for 'Family Information' and 'Individual Information'. Here you can view the information on file for your family.

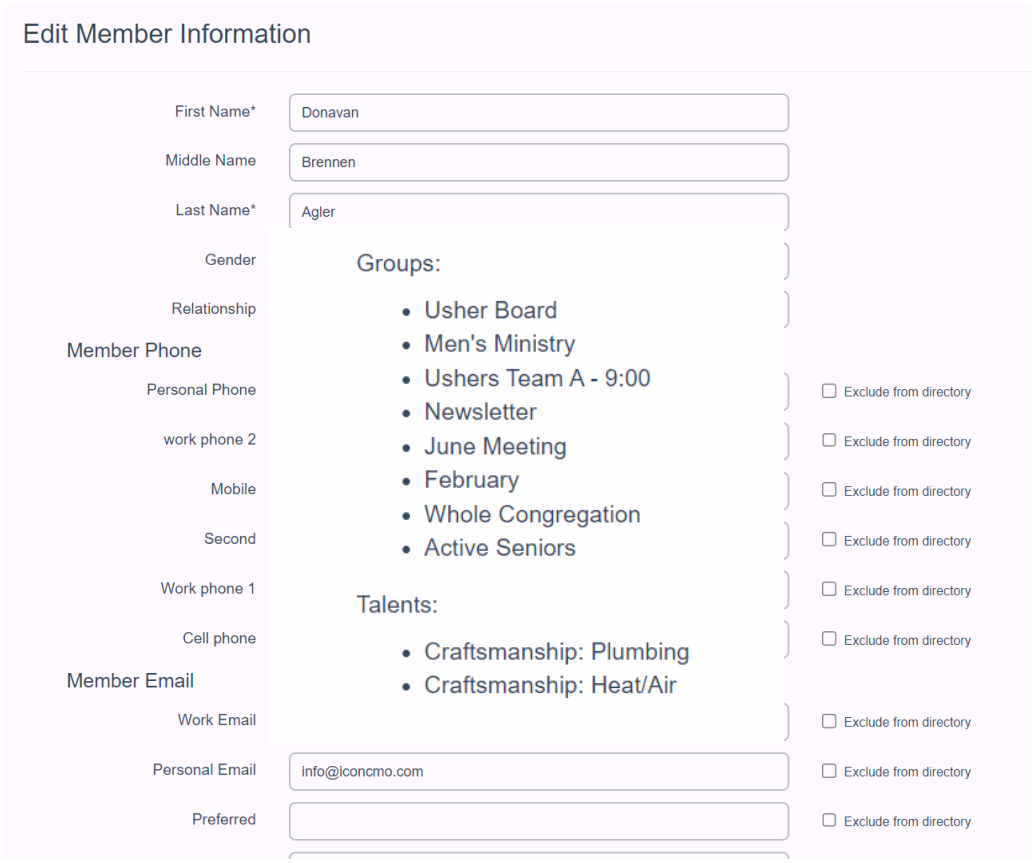


Some organizations may opt to grant their members **read-write** access to the member portal. This access type will allow users to edit the information in either tab by clicking on the green 'Edit' link. Any updates made here will also update the organization's records. If you do not see the 'Edit' link, the organization has opted not to grant that access type.



In the Family Information, you can view your name, phone number, mailing address, and family picture. With read-write access, you can edit the information and choose which details you want to include in the directory. Pictures can only be added by authorized staff in the organization.

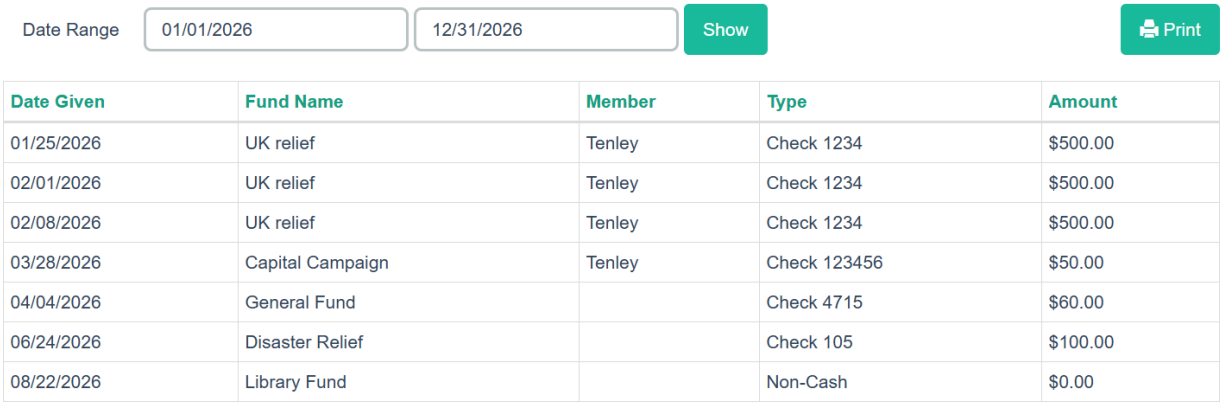
The Individual Information tab contains detailed information about each individual in the family, including name, gender, relationship in the family (ie, wife, son, grandfather, etc), phone numbers, email addresses, employment information, and even special dates. Most of these you can elect to exclude from the directory with read-write access if you wish.



Also in this tab is a list of any groups each member is a part of and special talents, if the organization has added them. Since these cannot be modified from the user's end, if you come across a group that you are no longer a part of, just contact the organization and ask them to remove it from your profile.

Donations

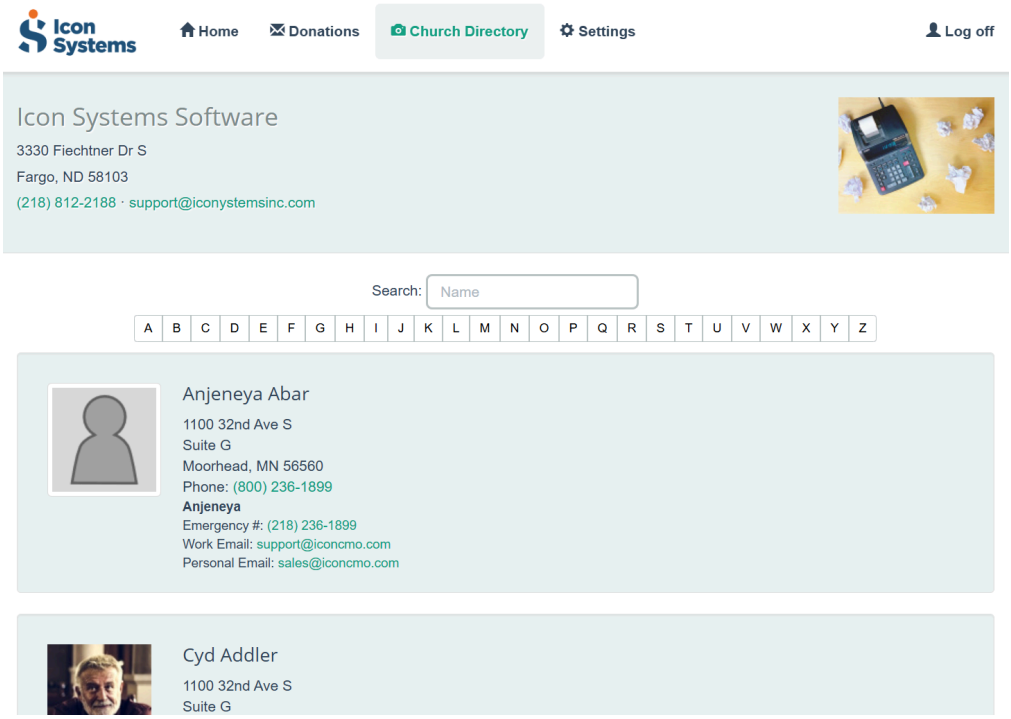
The Donations screen allows you to view your donations at any time and even print your statement. You can select the date range to search for specific donations to view or print a statement. If you find any discrepancies, please contact your organization.



Date Given	Fund Name	Member	Type	Amount
01/25/2026	UK relief	Tenley	Check 1234	$500.00
02/01/2026	UK relief	Tenley	Check 1234	$500.00
02/08/2026	UK relief	Tenley	Check 1234	$500.00
03/28/2026	Capital Campaign	Tenley	Check 123456	$50.00
04/04/2026	General Fund		Check 4715	$60.00
06/24/2026	Disaster Relief		Check 105	$100.00
08/22/2026	Library Fund		Non-Cash	$0.00

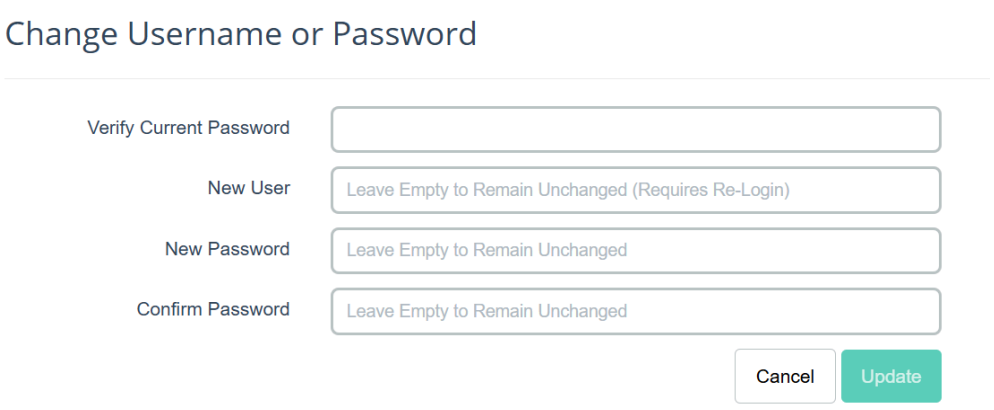
Church Directory

Would you like to connect with a new member or send a card? You can find fellow members in the 'Church Directory'. You can scroll through or search by name. If an email address is listed, you can click on it in the directory to launch your default email app and send an email directly from the directory. The same goes for calling. If a phone number is listed, you can click on it to make a call directly from the directory.

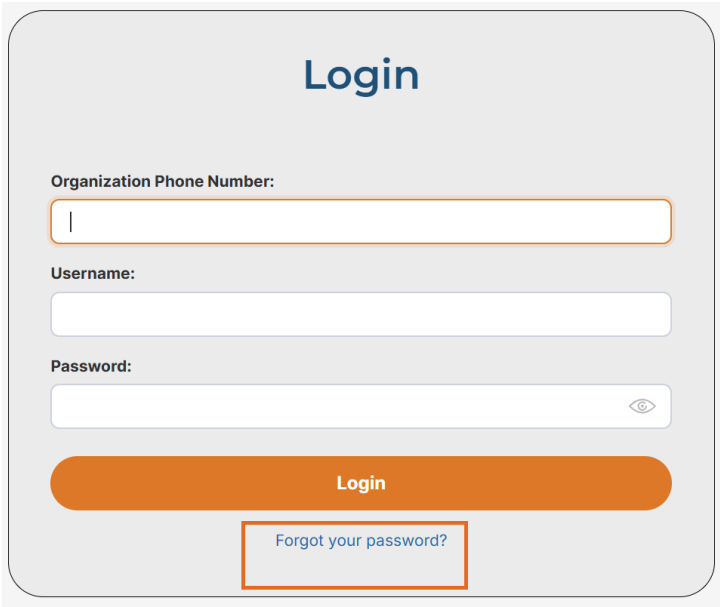


Settings

This is where you can change your password or username if desired.



If you forget your password, a ‘forgot my password’ link is available on the login page to reset it. If you have forgotten your username, you must contact your organization, as Icon staff does not have access to that information for security reasons.



You are all set!