



**“Available Upcoming Events”** is a link found on the WCC Member Portal that connects you to a list of WCC events you can register to attend. Many are FREE events and some have a fee associated with them. Events might include concerts, retreats, choral events, youth activities, volunteer opportunities, small group events, special classes, book groups, etc.

**If you already know how to login to the WCC Member Web Portal,**

**Sign in now and skip to Step 6 of these instructions.**

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- Click on the image of the man-in-the-circle to access the login screen for the WCC member Portal. See the image above where the **RED Arrow** is pointing. After clicking, you should see this WCC Member Portal Login Screen.

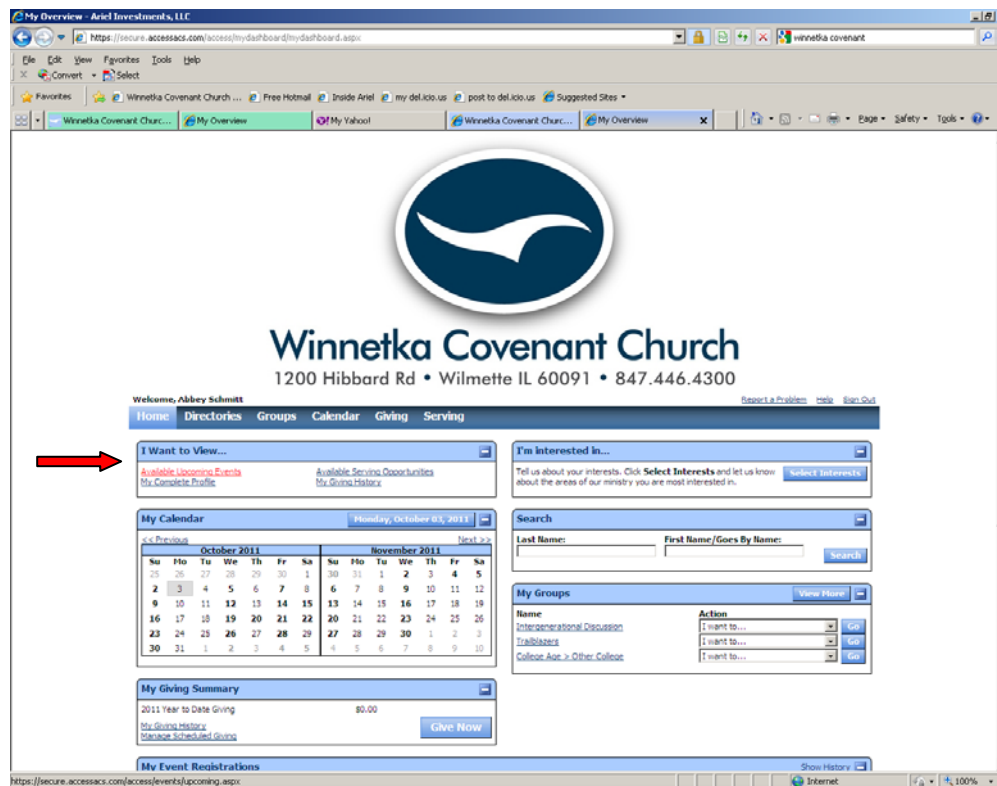


3. **If you already have been given your User Name and Password**, enter it now.
  - a. In the first space, enter your Email Address or User Name. Your User Name is generally your first name and last name put together in one word with no space. For example, Joe Jones would have a User Name of “JoeJones”
  - b. In the second space, enter your Password.
4. **If you have not already been given your User Name and Password**, see the words at the bottom of the screen ... “Need a login? [Click here](#)” - and then click there! You will be directed to get your initial password. If you have trouble or want to bypass this step, contact Roger Schmitt at [rschmitt@arielinvestments.com](mailto:rschmitt@arielinvestments.com) and he will send you your User Name and initial Password via email.

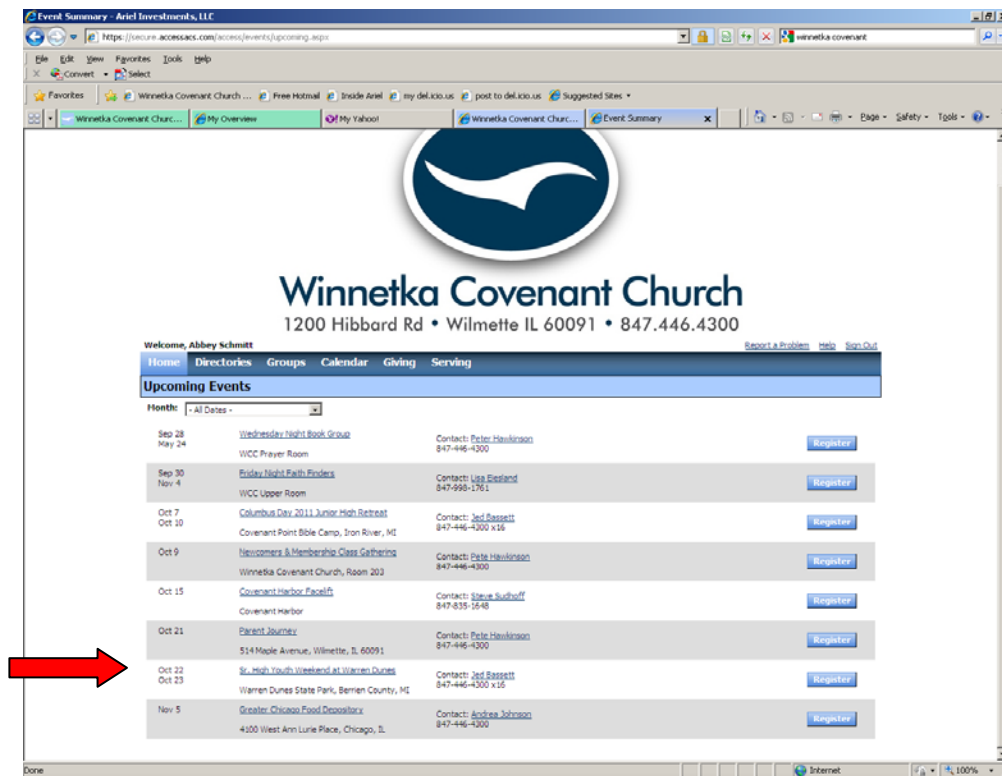
5. Once you have logged in, you should see a screen similar to the following:



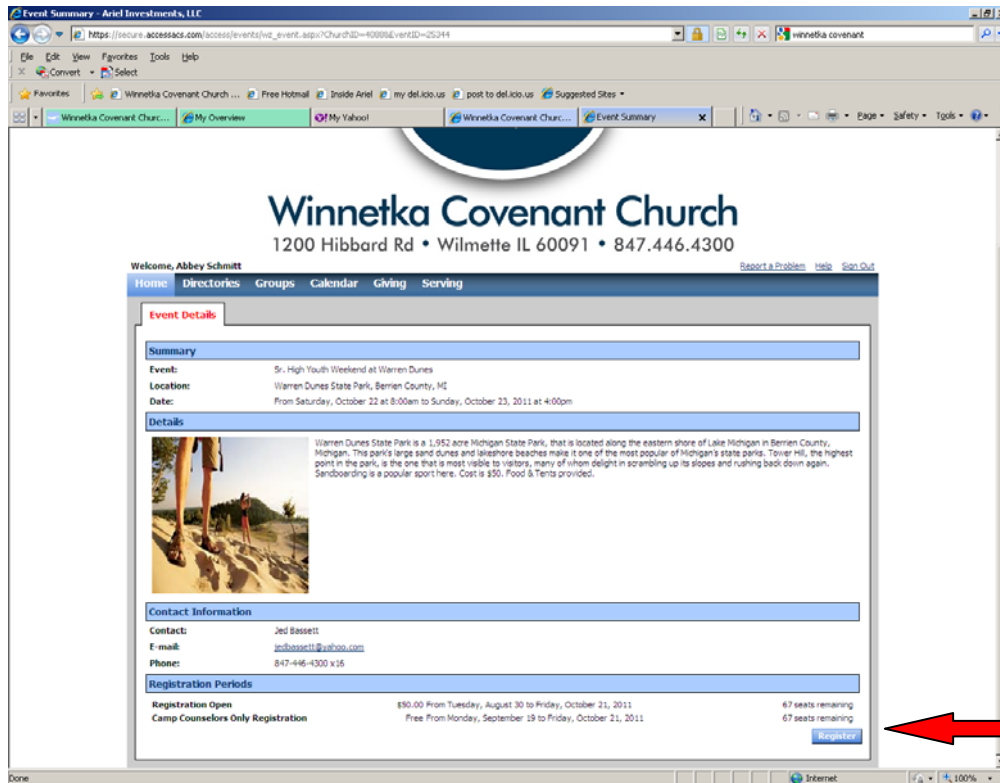
6. Click on the link called “[Available Upcoming Events](#)” in the section called “I Want to View”.... A red arrow points to the link in the screen image below.



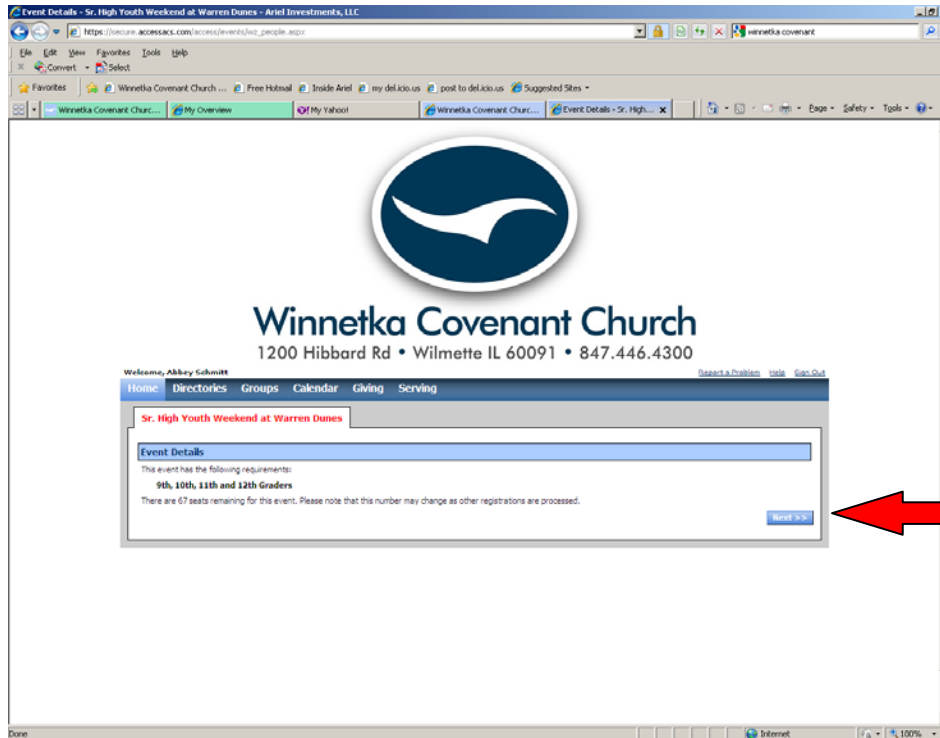
7. Clicking on this link takes you to a screen similar to the one below.



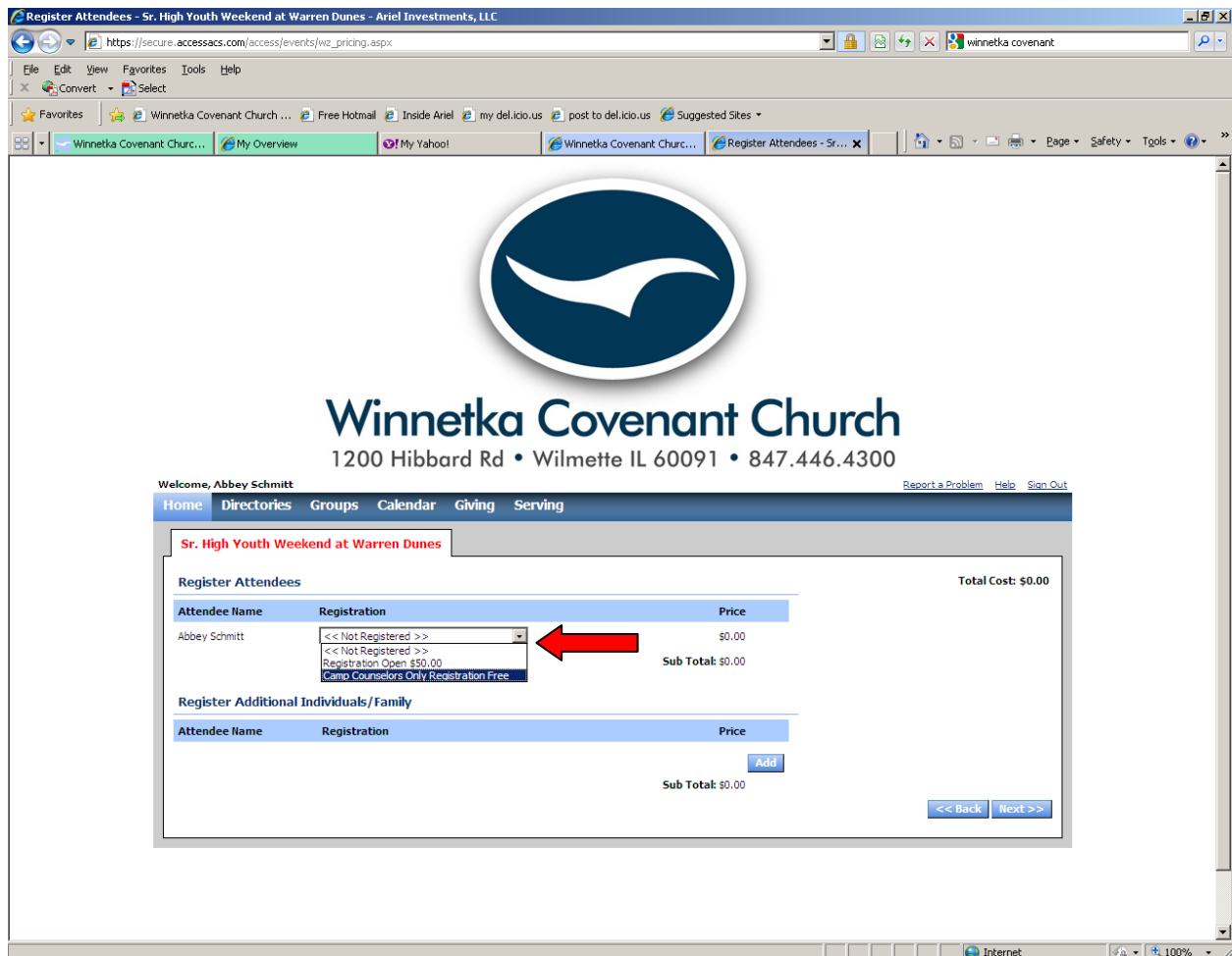
8. Assume you are interested in registering for the “[Sr. High Youth Weekend at Warren Dunes](#).” To learn more details about the event, click on the event link itself and you will see a screen similar to the one below.



9. To register for the event, click the blue **Register** button in the lower right hand corner of the screen. You will then be directed to a screen that looks similar to the one below.



10. Note the event restrictions – this one is for 9-12 graders only. Then, click the **Next>>** button. See a screen similar to the one below.



11. Look for the person's name you want to register and click the drop down box to the right of their name. Select the registration option that best fits your needs. (There usually is only one ....or maybe two in the case of an early and late registration period.) In this case, I select the "Registration Open \$50.00" option.

Register Attendees - Sr. High Youth Weekend at Warren Dunes - Ariel Investments, LLC

Winnetka Covenant Church  
1200 Hibbard Rd • Wilmette IL 60091 • 847.446.4300

Welcome, Abbey Schmitt

Home Directories Groups Calendar Giving Serving

Sr. High Youth Weekend at Warren Dunes

Register Attendees

Attendee Name	Registration	Price
Abbey Schmitt	Registration Open \$50.00	\$50.00

Sub Total: \$50.00

Register Additional Individuals/Family

Attendee Name	Registration	Price
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Sub Total: \$0.00

Total Cost: \$50.00

<< Back Next >>

12. Click the **Next>>** button above and see the screen below.

Summary - Sr. High Youth Weekend at Warren Dunes - Ariel Investments, LLC

Winnetka Covenant Church  
1200 Hibbard Rd • Wilmette IL 60091 • 847.446.4300

Welcome, Abbey Schmitt

Home Directories Groups Calendar Giving Serving

Sr. High Youth Weekend at Warren Dunes

Summary

Please review the details below before proceeding. If any of the information is incorrect, click Back to make changes.

Attendee Name	Description	Quantity	Cost	Subtotal
Abbey Schmitt	Registration Open	1	\$50.00	\$50.00

Register and Total: \$50.00

Grand Total: \$50.00

<< Back Next >>

13. If you agree, Click the **Next>>** button above and see the screen below. At this time, we only accept payment via your checking account. Make sure your contact information is correct – and then enter two very important numbers.
- Your 9-digit **Bank Routing Number**.
  - Your **Account Number**.

These are very important to get exactly correct – *a bad checking account number will result in a \$5 fee to the church.* Here is a diagram of a check and where the numbers are located.

The diagram shows a check form with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- 1001** at the top right.
- DATE** followed by a line for the date.
- PAY TO THE ORDER OF** followed by a line for the payee.
- \$** followed by a line for the amount.
- DOLLARS** at the end of the amount line.
- Your Bank Name** followed by a line for the bank name.
- MEMO** followed by a line for the memo.
- 123456789** (9 Digit Routing Number) followed by **0000987654321** (Your Account Number) followed by **1001** (Check Number).

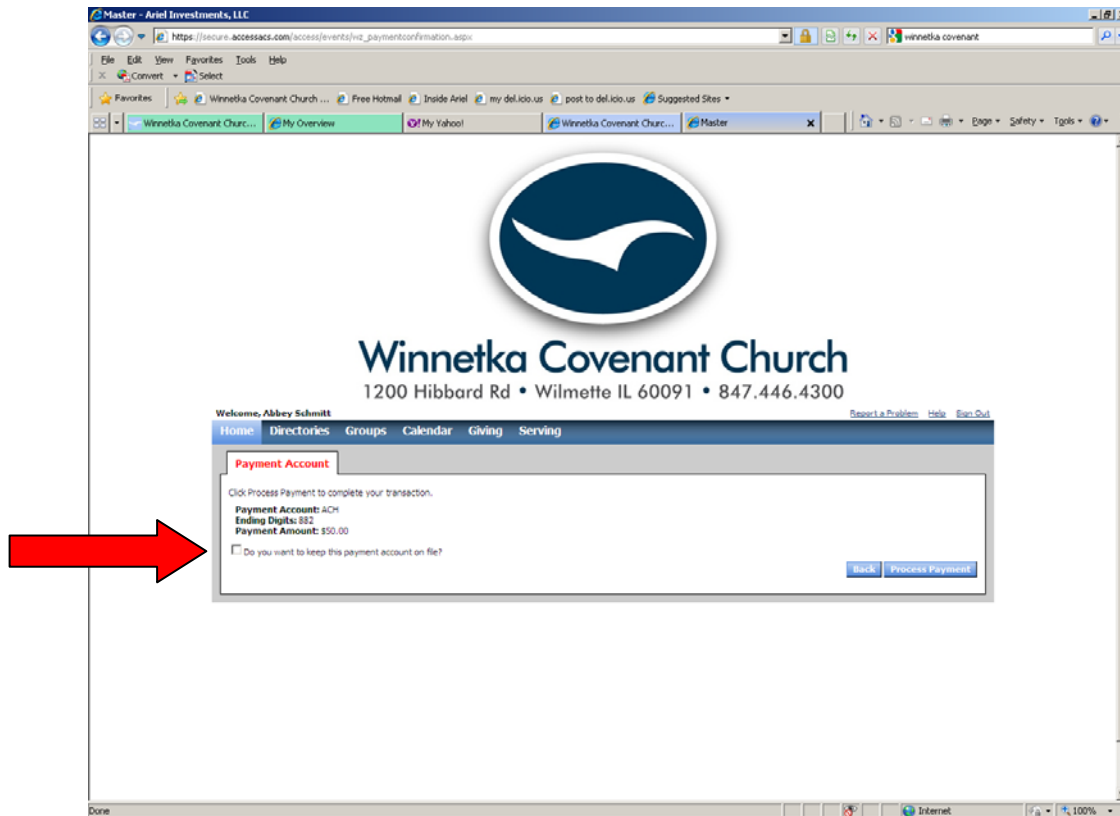
Labels below the check number indicate the parts of the MICR line: **9 Digit Routing Number**, **Your Account Number**, and **Check Number**.

The screenshot shows a web browser window with the title "Select Payment Method - Select Payment Method - Ariel Investments, LLC". The address bar shows the URL "https://secure.accessacs.com/access/events/wz\_paymentmethod.aspx". The browser window has several tabs open, including "Winnetka Covenant Church...", "My Overview", "My Yahoo!", "Winnetka Covenant Church...", and "Select Payment Method...". The main content area displays a "Payment Options" form with the following fields:

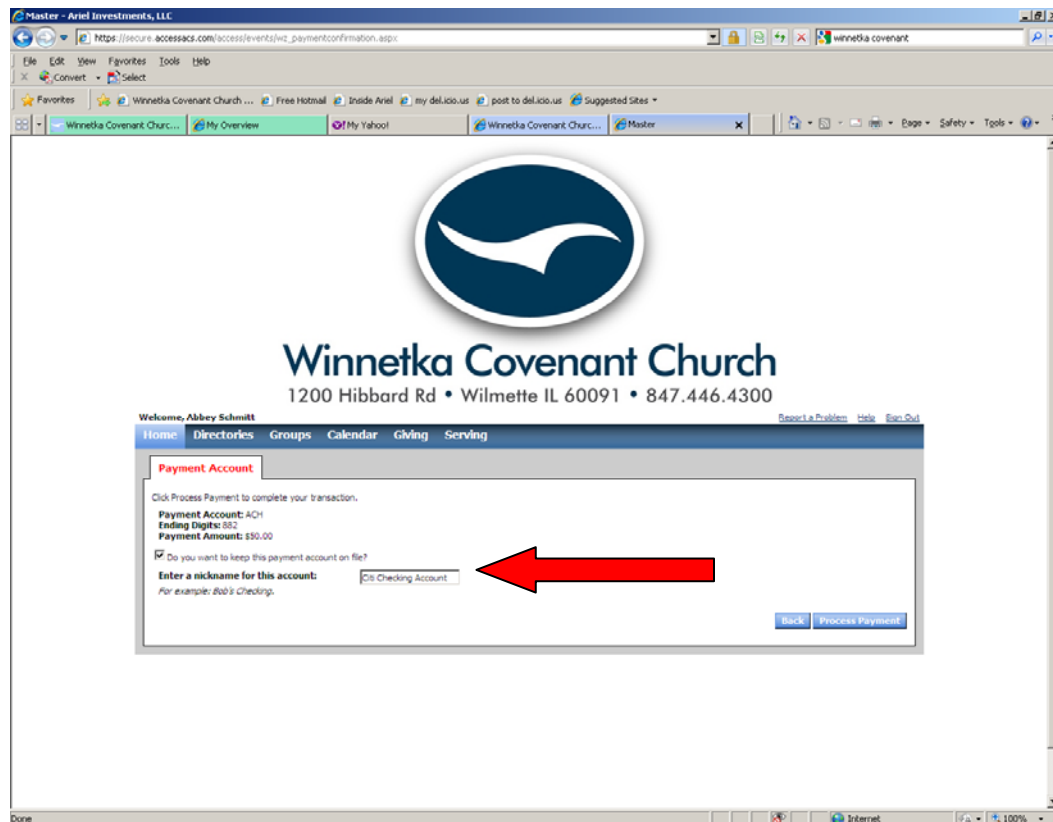
- Name On Card:
- Billing Address:
- City:
- State:
- Postal Code:
- Phone Number:
- E-mail Address:
- Payment Type: ☐
- Routing (ABA) Number:
- Account Number:

Below the form is a "Submit Changes" button. At the bottom of the page, there is a copyright notice: "© 2011 ServiceU Corporation | Terms of Use | Privacy Policy | Feedback".

14. When you have entered and checked that the information is correct, click the “**Submit Changes**” button. Then, you will see the screen below.

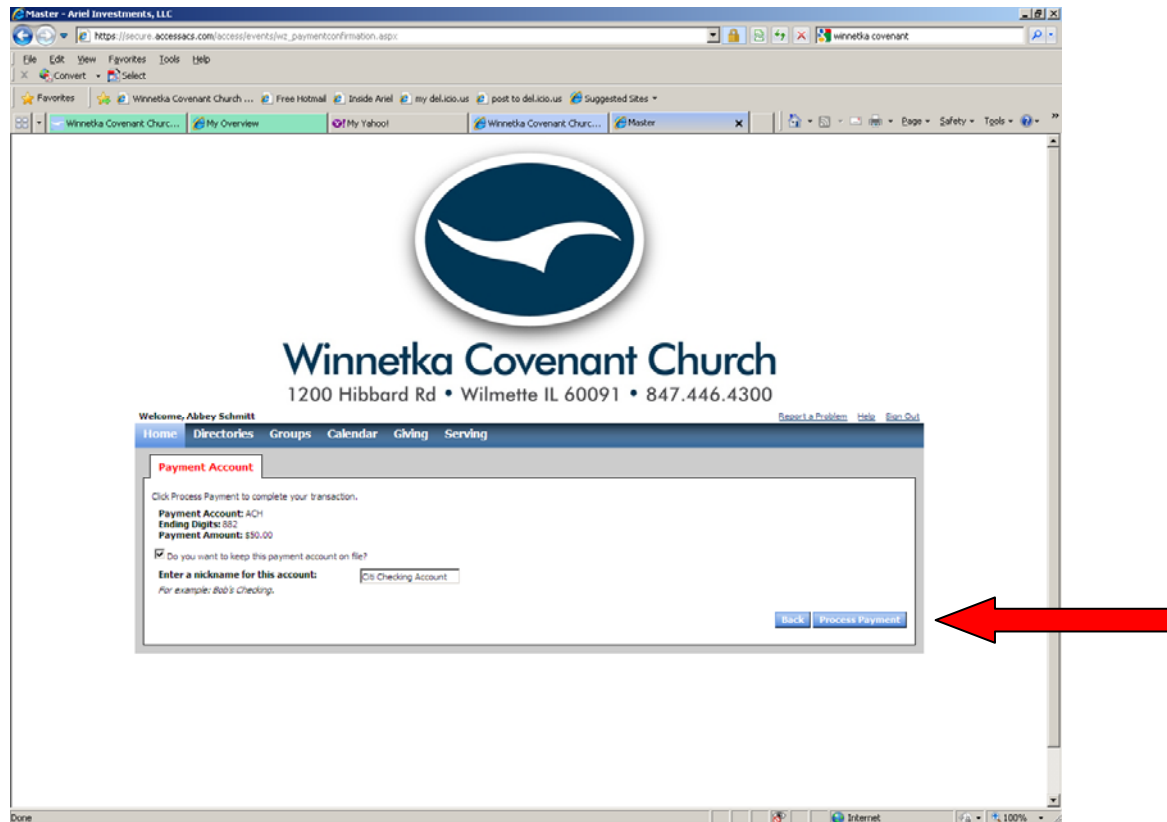


15. If you want the system to securely save the checking account information you just entered (*so you never have to key it in again!*), check the box marked with the red arrow above. You will then see the screen below to give a name to the checking account information you just provided. I called it “Citi Checking Account.”





16. Now, click the **Process Payment** button to complete the transaction.



17. You can either print the receipt ... or wait for the email receipt to come to your email address.

# All Finished!