

ACCESSING YOUR FIRST FPLC BREEZE ACCOUNT

HOW TO CREATE A NEW ACCOUNT (on your computer)

1. Look for the invitation to join Breeze in your email.
 - If you have not received an invitation, go to the [Member Login page on our website](#) and click on the link-button: "Request a Breeze Account". Fill out the online form to begin the process!
2. Click on the link and create a username and password to access your account.
3. If your account was successfully created, the *Account Created* screen will appear with a Login box and you will also receive a confirmation email.
4. Click "Login" and the Breeze dashboard screen should open.
 - RECOMMENDATION: Bookmark this "Dashboard" page for easy access!

HOW TO SEARCH FOR A MEMBER IN OUR CONGREGATION

1. **Quick search:** Click on the search icon bar at the top left and begin typing the name of the person you are looking for. If they are in our system, a dropdown list will begin to be created. Click on the name of the person you are looking for to view their contact info.
2. **People database:** Click on the Person icon in the menu bar and a list of will open. Start typing part of the person's name. The search will operate on first or last names. It is not necessary to type the entire name. Matches will be displayed to the right
3. **Edit your profile:** Everyone with an account should have access to update their own family's profile.
 - Click on the section header of the item you want to edit.
 - After you have updated your information, click "save" in that section header.

TO LOGOUT

1. Click on the round user graphic at the far right of the menu bar.
2. A drop-down menu will open. Click on Logout.

NEED HELP?

If you have any questions or need help setting something up, don't hesitate to contact our church office at 414.352.8990.

HOW TO ACCESS THE MOBILE APP FOR SMARTPHONES

You can fully access your Breeze account from your device. To download the app, go to www.breezechms.com/app and enter in your login information. **Our church ID is foxpointchurch.**

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FREQUENTLY ASKED QUESTIONS

- 1. What if I forget my username or password?** If the ‘Forgot My Password’ option at the login screen doesn’t work, contact [Diane Knapp](#) and she can manually reset it for you.
- 2. Who can see my family's information?** You have full access to see and edit your own family’s information. However, not everyone can see your full profile like you can. Other people can access basic information just like a church pictorial directory (such as name, contact info, address, and family members). Only people who are a part of our church community will be allowed to have a profile and must be invited by FPLC to create an account.
- 3. Is there an app I can use on my smartphone?** YES! You can fully access your Breeze account from your device. To download the app, go to www.breezechms.com/app
- 4. I forgot to bookmark Breeze in my web browser! How do I find the Breeze login for my account?** Access the Breeze login by going to <https://foxpointchurch.breezechms.com>
- 5. What is our “Church ID”?** Our church ID for Breeze is:

foxpointchurch