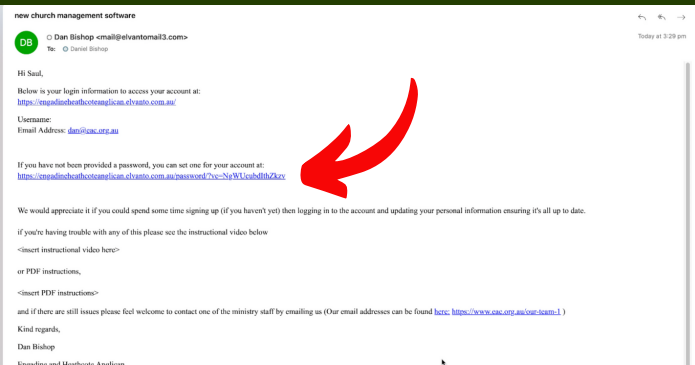


1. SIGN UP

A. Ensure you have an email from the staff team inviting you to sign up to elvanto

B. Select the second link on the email.



C. Create and enter your own username and password (password twice) and click "continue"

A sign-up form for 'Engadine and Heathcote Anglican'. It has fields for 'Username' (Paul) and 'Password (twice)'. A red arrow points to the 'Continue' button.

note: for security reasons your password must be 8 characters long and contain at least one of each of the following: an upper case letter, a lower case letter, a number and a symbol.

Ensure you write down or save these details somewhere safe as you will require them to login to elvanto.

2. LOGIN

A. Once you have signed up you can now login. Begin by clicking the link below or entering the URL address into your web browser.



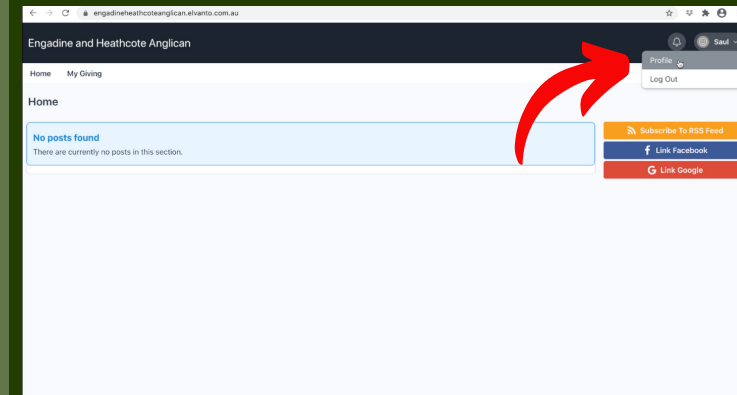
[HTTPS://ENGADINEHEATHCOTEANGLICAN.ELVANTO.COM.AU](https://engadineheathcoteanglican.elvanto.com.au)

B. Input your login details you created when you signed up, select "sign in to member area" in the drop down menu and click "login".

A login page for 'Anglican'. It has fields for 'Username' (Paul) and 'Password'. A red arrow points to the 'Log In' button.

3. UPDATE DETAILS

A. Once signed up and logged in please update your details by firstly hovering the curser over your name in the top right corner and selecting "profile" in the drop down menu.



B. Update your details and when all details are updated click the "save" button towards the bottom left of the screen.

A screenshot of the 'Your Information' form. A red arrow points to the 'Save' button at the bottom left.