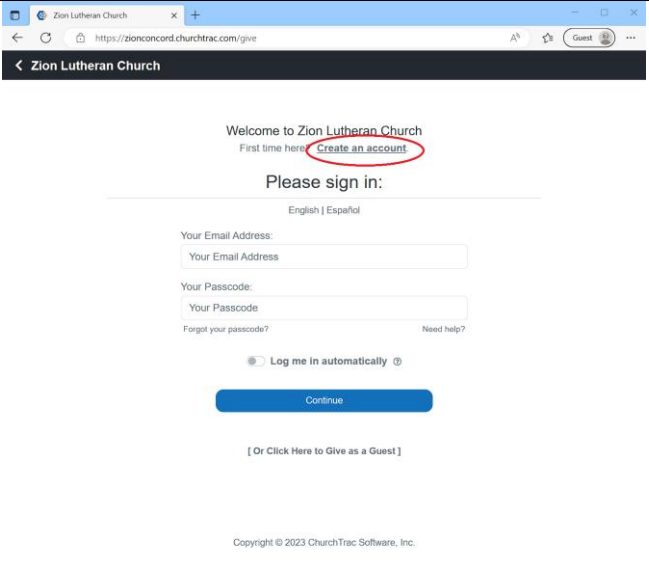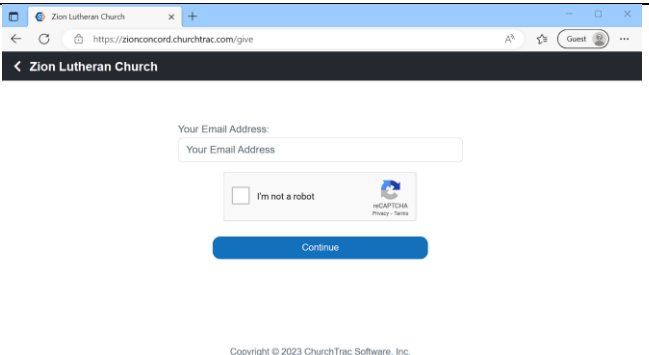# How to create your Churchtrac account

Steps:	Graphic Representations:
1. Open a browser and navigate to https://zionconcord.churchtrac.com/give 2. Enter in your e-mail address and your password for your Churchtrac account. If you do not have an account, look at the instructions later in this document.	
3. Enter in your e-mail address. 4. Click to place a checkmark in the "I'm not a robot" box. 5. Follow the prompts to prove your are not a bot. 6. Click Continue.	

7. Depending on if the system already has your email address on file, you may get a warning stating that the system couldn't locate an account. If you get this message, it may take up to a week to get your account linked to your e-mail. You will be notified when the linking has been completed. 8. Enter and/or confirm your contact information via the fields listed. 9. Click Continue.	
10. Check your e-mail for your passcode and use it to log into the site.	
11. Once logged in, you will be able to set your own password. Please take note of the password requirements. 12. After filling in your password, click Submit. 13. You will get a message stating that the password has been changed successfully. You can then use this account to access your online statements. NOTE: If you received the message that your account couldn't be located, please allow up to a week to allow us to link your account. Once that has been complete, we will let you know.	