

How to Upload Picture and Update Your Information Electronically

For the LHUMC Directory

1. Click on link found on church website (www.lhumc.com) or through our weekly email. If you do not receive a weekly email from the church, you can sign-up through our website.
2. You will need to create your login, so click on the “click here.”
3. Enter your email address and name. Then click, “find me.”
4. After receiving a word of congratulations, go to your mailbox for verification. Click on the first link to set up a password.
5. Click on “my complete profile.”
6. Click on “edit” in the upper right hand corner.’
7. Click on “Personal photo” or “family photo” in the right hand corner.’
8. Click on “browse...” in lower right hand side to find your photo in your personal files.
9. You can “preview” it, and then you can “cancel” or “save” the picture.
10. If you want to update your personal information, return to your profile, and click on “edit” in the upper right-hand corner.
11. If you have a problem, feel free to contact our financial administrator, Marci Potts at mpott@lhumc.com or 214-348-6600 ext. 101