

This document is intended for King of Kings Lutheran Church members only.

You must have received a specific invitation to join the 'Directory' before attempting to log in. Please check your spam or junk mail folders and look for an email from '*planningcenteronline.com*'.

If you did not receive an email invitation, then you will not be able to join the 'Directory'. Please send a request for invite to help@kofkluther.com.

If you have already accessed the 'Giving' website and/or downloaded the mobile application, then the steps indicated below might not be required.

You will be required to verify that you are a member of King of Kings Lutheran Church by using the email address or mobile phone number that is on file in the church's 'People' database. Use of an alternate email address or mobile phone number will prevent you from joining the 'Directory'.

For online access (desktop/laptop computers):

- Either copy and paste into a web browser or click on the following URL:
<https://kofkluther.churchcenter.com/directory>
- Proceed by following the common steps below.

For mobile devices (iPhone, iPad, Android phones or tablets):

- Download the 'Church Center App' from either the App Store (Apple) or Google Play Store (Android) using the camera on your mobile phone (only if QR code scan is activated):
 - Via the "Church Center App" for IOS (App Store), scan the QR code below:



- Via the "Church Center App" for Android (Google Play Store), scan the QR code below:



- Open the app on your device and search for King of Kings Lutheran Church. Use the address search for faster results at "145 US Route 46, Mountain Lakes, NJ".
- Proceed by following the common steps below.

Common steps for both online and mobile access to join 'Directory':

- Enter your mobile phone number (or email address) so that you can be verified as a member of King of Kings Lutheran Church. If you do not have a mobile phone or chose not to use its number, then you can select the email address option below and enter your email address for verification.

Note: the mobile phone or email address should be on file with King of Kings Lutheran Church.

- Enter the supplied 6-digit code received via text or email (depending on the which method was used for verification) in the required field of the application.
- Confirm your profile. Edit your basic contact information as appropriate.
- Select 'My Directory Settings' to select your shared profile information by clicking the applicable checkboxes and clicking on the <JOIN> button to join the 'Directory'.
- After joining you can edit your profile information and photo by clicking on the right-most icon in the title bar (i.e., top right of the screen) and selecting 'Profile'. Click on the photo to update. After you update your photo it will appear in this icon indicating that you can maintain your profile here.

We are very eager to roll out this new program. It will help us all stay connected and keep better track/care of our members. It really is a very simple process to set up both the online 'Directory' and electronic 'Giving'. From start to finish, it should only take you about 5-8 minutes to complete!

For additional reference, please refer to the following Planning Center documentation on to use the 'Directory' application by selecting the following URLs:

[Directory - A New Way to Connect in Church Center](#)

[Update Your Own Profiles](#)

Also, please refer to the King of Kings Lutheran Church website [Membership Info](#) tab for other topics/instructions and FAQs.

If you have any questions or issues, then please send an email with a brief description of the issue to help@kofkluther.com and we will respond within 24 hrs.