**CENTRAL WEBPAGE LOG IN FUNCTIONALITY**

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| **NEW OPTION VIA “ABOUT” MENU**    This is the route to the new **Document Repository**. Users will be able to Log In and access the forms that have been made electronically available, from one location. |  | |
| **DOCUMENT REPOSITORY** | | |
| * Documents will be added as they are converted to a pdf printable or pdf fillable format. * Click on the link for a document and it will open up in a separate tab in your browser. * From within the Document Repository, users also have the ability to Edit their Profile. This allows changes to email addresses and passwords. | **EDIT PROFILE**  **Users can edit their own Profile without having to request an update from Administrators. \*\* User Names cannot be changed \*\*** | |
| **ADMINISTRATOR VIEW**    Administrators have a slightly different view and have the ability to Add New Users.  New Users will receive a Password Reset notification email from WordPress@centralchurch.ca  Be aware that this email might go into a SPAM or JUNK folder. | |  |
| **PASSWORD RESET EMAIL** | | **PASSWORD RESET VIEW** |