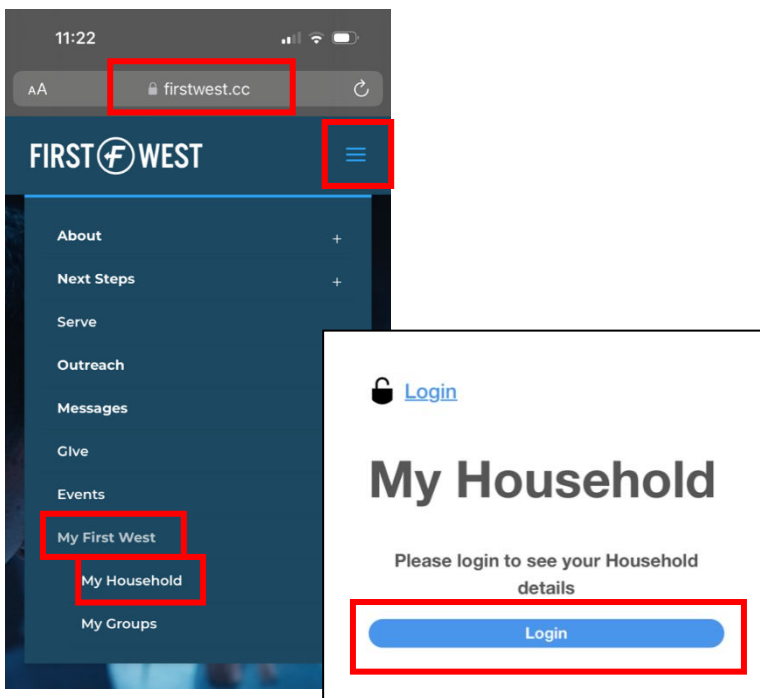


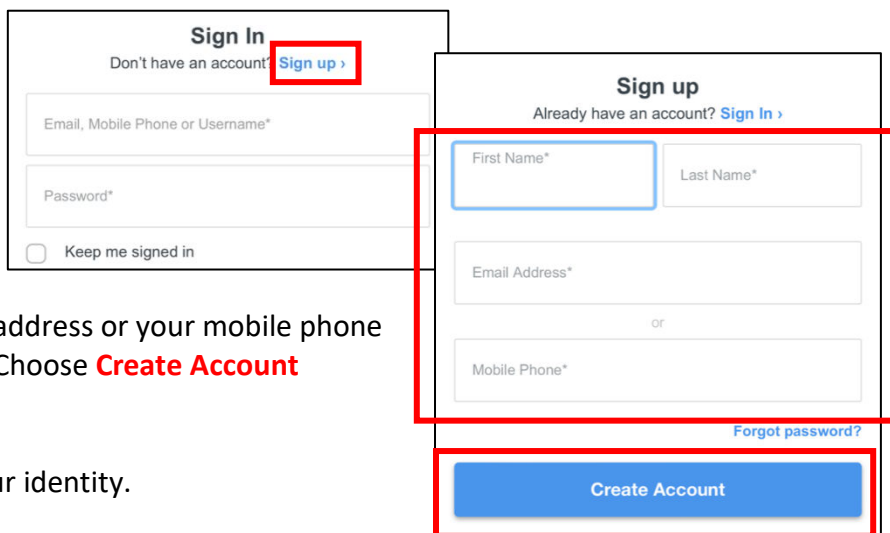
First West uses a computer system called Ministry Platform to store contact information and participation information for our First West family. You can access and update your own information through the First West website.

You'll first need to sign up for a My First West account.

1. Go to the website www.firstwest.cc
2. On the top-right, under the **My First West** menu, choose **My Household**
3. Choose the **Login** link (if your screen goes to the My Household page, you have already signed up for an account and your phone remembered your password!)



4. On the Sign In page, choose **Sign up**
5. **Complete the information** on the Sign Up page. Be sure to double-check the spelling of your name and watch for accidental typos. You can choose to verify your identity through your email address or your mobile phone number to finalize your account setup. Choose **Create Account**
6. Watch for a text or email to confirm your identity.



TROUBLESHOOTING

- If you entered your email to verify the account and do not receive the email within 15 minutes, check spam/junk folders. You can also try setting up the account with your mobile phone number.
- If our system does not have your current email address or phone number, your setup may not process. If you are unable to log in or do not see members of your family on the My Household page, email myfirstwesthelp@firstwest.cc

We'll be adding new menu items to the My First West menu at firstwest.cc.
Keep checking back for updates!