

MODULE # 1

System configuration

Estimated Time: 20 minutes

Category: First steps



In this training you will learn about:

1. Creating a Church Account
2. Using the Leader and Clerk Resources (LCR) Website
3. Resources and useful links

Creating a Church Account

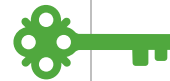
1.

- What is a Church Account?
- Why sign up for a Church account?
- How can I create a Church account?

What is a Church account and why to register for one?

A Church account grants you access to Church online resources and phone applications.

This account includes access to the Leader and Clerk Resources (LCR) page, as well as Member Tools, Family Search and many more.



1

- Go to account.ChurchofJesusChrist.org
- Click on “**Sign up**”

Sign In

Username

☐ Remember me

Next

[I forgot my username or password.](#)

Don't have an account?

[Sign up](#)

2

Select country

Create Account

☒ Location ☐ Account ☐ Membership ☐ User

The Church of Jesus Christ of Latter-day Saints is a world religion, not only because its members are found throughout the world, but also because it seeks to share God's message of truth with the entire world.

To comply with International Privacy Laws, please select your location below.

Location

Dominican Republic ▼

Next

3

Create a **username**
and **password**.

Create Account



Location



Account




Membership



User

Create Username

Create Password 



Re-Enter Password

Back

Next

4

Fill in your **Membership Record Number (MRN)**.

You can find your membership number on your temple recommend, or you can ask your ward clerk to look it up.

Create Account

✓ Location ✓ Account ○ **Membership** ○ User

If your Membership Record Number (MRN) is tied to your Church Account, you will have access to your local unit Directory and Calendar, have any online Donations submitted to your local unit, and receive Church Communications.

Not providing your Membership Record Number (MRN) may limit access to some Church resources and tools. You can continue this registration, but you will need to add your MRN later to have access to more Church resources and tools.

Membership Record Number (MRN) ?

Birth Date

Day

Month

Year

Search

☐ I do not know my record number.

☐ I am NOT a member of The Church of Jesus Christ of Latter-day Saints.

Back

Next

5

Add your **Date of Birth**

Create Account

✓ Location ✓ Account ○ Membership ○ User

If your Membership Record Number (MRN) is tied to your Church Account, you will have access to your local unit Directory and Calendar, have any online Donations submitted to your local unit, and receive Church Communications.

Not providing your Membership Record Number (MRN) may limit access to some Church resources and tools. You can continue this registration, but you will need to add your MRN later to have access to more Church resources and tools.

Membership Record Number (MRN) [?](#)

Birth Date

Day ▼

Month ▼

Year ▼

Search

☐ I do not know my record number.

☐ I am NOT a member of The Church of Jesus Christ of Latter-day Saints.

Back

Next

6

- Add your **Contact Information** (email, phone, etc.)
- Accept the **Terms of Use and Privacy Notice**

Create Account

✓ Location ✓ Account ✓ Membership ○ User

Contact Information

First Name

Last Name

Age Range

Current Age

Recovery and Communication Options

Please provide at least one option to use for recovering your username, resetting your password, and receiving system notifications. Email address may also be used for official Church communications. Standard text message rates apply.

Email

☐ I agree to the [Terms of Use \(Updated 2021-04-13\)](#) and have read the [Privacy Notice \(Updated 2021-04-06\)](#).

Back

Next

7

Check your email to
verify the account.

Your Registration is Almost Complete

You must verify your email address for Account Recovery

Email

Please check your email **se***@findladomus.com** for a verification code.
If you don't see the email message in your inbox, check your junk or spam folder.

[Send me a New Email](#)

7

Check your email to
verify the account.

Su Registro está Casi Completo

Revise su correo electrónico para verificar su cuenta

Correo Electrónico

Por favor busque en su correo electrónico un código de verificación.

Si no ve el correo electrónico en su bandeja de entrada, verifique el correo no deseado.

[Enviar un nuevo correo electrónico](#)

[Cambiar dirección de correo electrónico](#)

Using the Leader and Clerk Resources (LCR) website

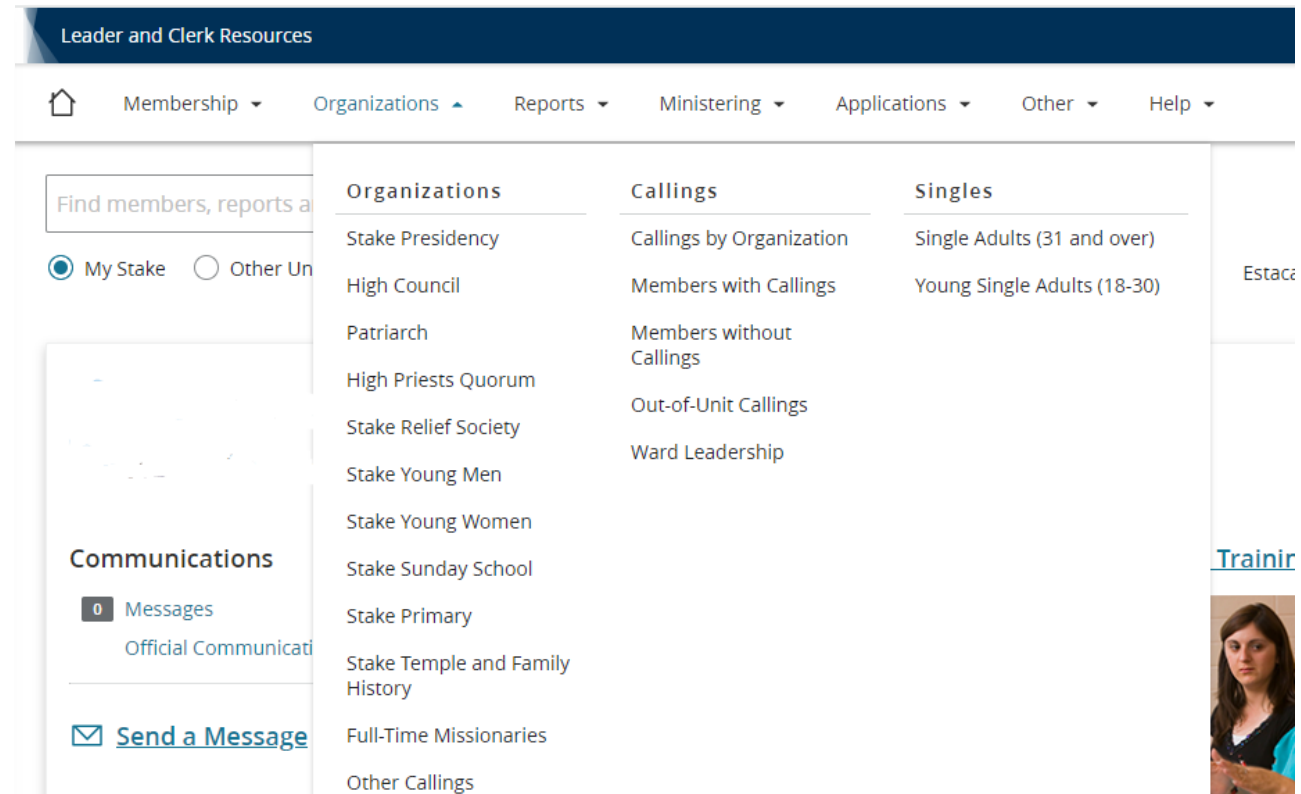
2.

- What is the Leader and Clerk Resources (LCR) website?
- How do I use it?

What is the Leader and Clerk Resources (LCR) website?

The Leader and Clerk Resources (LCR) site is the Church's online record-keeping tool.

It replaced Member and Leader Services (MLS).



What are the benefits?



Printing and shipping reduction

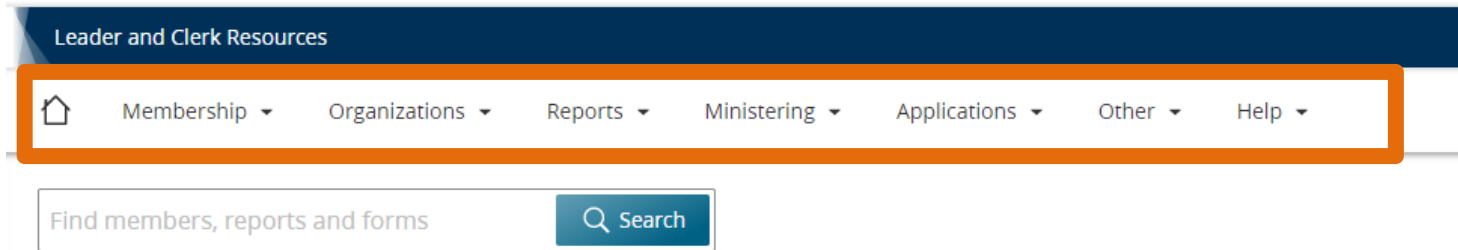
The new page sends documents to Church Headquarters online, eliminating the need to print and send paper documents.



Effective financial management

LCR has the ability to record donations and expenses, monitor budget and other balances, generate monthly statements, and transfer funds between categories and units within the same stake or district.

How do I access Leaders and Clerk Resources (LCR)?



1. Go to lcr.ChurchofJesusChrist.org

2. Sign in to your **Church account** with your username and password.

3. Click on the menu headings to see the available features..

In case you are experiencing problems with your Leader and Clerk Resources account (LCR), you can verify the following points:

1. Assure you have an active Internet connection
2. Verify that your Internet browser is up to date
3. Make sure your Membership Number (MRN) is correct
4. Make sure your calling is registered in the system (Confirm with your secretary)
5. Access the application menu to see the available options

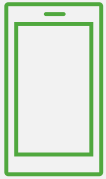
See details below.

What are the benefits?



Real time processing

Record updates are done immediately.



Accessible anywhere

Leaders can perform record-keeping responsibilities anywhere they have internet access: at home, on a mobile device, etc.

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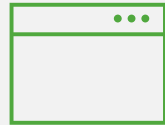
If you are having trouble accessing or using the Leader and Clerk Resources (LCR), try the following:



Internet Connection

Verify that you have a reliable Internet connection.

If you are having trouble accessing or using the Leader and Clerk Resources (LCR), try the following:



Web Browser

Check that your Internet browser is updated to the current version.

- Microsoft Internet Explorer (IE)
microsoft.com/edge
- Google Chrome
www.google.com/chrome

If you are having trouble accessing or using the Leader and Clerk Resources (LCR), try the following:



Membership Record Number (MRN)

Verify that your Church account has been set up with your membership record number.

You can access your Church account through:
account.churchofjesuschrist.org

If you are having trouble accessing or using the Leader and Clerk Resources (LCR), try the following:

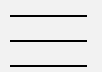


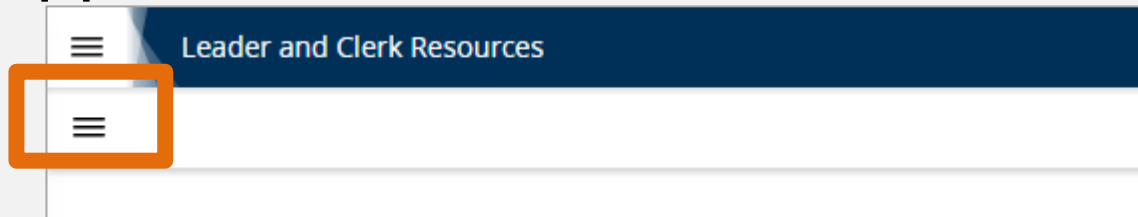
Position or Calling in the Church

Check with your ward clerk to make sure your Church position is correctly recorded. Members with custom positions will not have access to LCR.

If you are having trouble accessing or using the Leader and Clerk Resources (LCR), try the following:

Menu

If you're using LCR on a mobile device and don't see the menu at the top, click the **Menu** icon () . A dropdown version of the menu will appear.



3.

Resources and useful links

Resources and useful links

Download Chrome

www.google.com/chrome

**Create Church
Account**

account.ChurchofJesusChrist.org

(continúa)

Resources and useful links

Leader and Clerk Resources (LCR)

lcr.ChurchofJesusChrist.org

Help/Support

www.ChurchofJesusChrist.org/help

[Global Service Department](#)

1(866)799-7251 | 1(855)-537-4357
Dominican Rep. | Puerto Rico

Training Summary

In this module, you learned how to:

- Create a Church account online
- Use the Leader and Clerk Resources (LCR) Website
- Access useful resources and links



This training could also be useful for the following leaders:

- Bishopric
- Ward clerk



Congratulations!
You have completed this module.



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