

# BREEZE – Member Account Instructions

Access the Breeze login page at [uufws.breezechms.com/login](http://uufws.breezechms.com/login) or with link on website. Submit the User ID and Password provided to you with your invitation email.

**NOTE: For your convenience, the system is set up so you will not be automatically logged out of BREEZE. If you are using a shared or public device, you will need to manually log out.**

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|  <p>My Profile</p> | <ul style="list-style-type: none"><li>• From “My Profile” you can view and edit many of the data fields associated with your membership record.</li><li>• To edit, hover over the gray section header bar, click on the edit link, make your changes, and be sure to click “save”!</li><li>• When “Show More Options” appears, you can mark some contact info as “private” so it is not included in the Member Directory visible to other Members.</li><li>• Click on the picture blocks to upload an individual photo and a family photo. See <a href="http://uufws.org/breeze">uufws.org/breeze</a> for link to additional instructions on uploading photos.</li><li>• Select “Giving” on the lefthand menu to view your giving history and pledge status. If you pledge as a family, you will see all family contributions and pledges.</li></ul> |
|  <p>People</p>   | <ul style="list-style-type: none"><li>• The “People” section is the Online Directory feature.</li><li>• You can use the “Search People” box (visible on any page) in the upper left corner to search by first or last name.</li><li>• You can also use the “Filter by Name” box to search by name or create a filter from other available fields.</li><li>• You can select multiple people and send a group email from the menu on the right.</li><li>• Also on the righthand menu is a link to a map showing home locations of all people on your visible list.</li><li>• Click on any individual’s name to see more of their contact information.</li></ul>  |
|  <p>Give</p>     | <ul style="list-style-type: none"><li>• Clicking on the “Give” icon will take you to the online giving page.</li><li>• You can make a one-time donation or setup a recurring donation for any of the current funds, using a credit or debit card or drafting your bank account directly.</li><li>• “Payment Methods” will allow you to register one or more payment methods so they are available for online or text giving.</li><li>• Giving by text is accessed by texting the amount to 336-891-3400 and following the prompts.</li></ul>   |