

# Immanuel Mar Thoma Church, Virginia Member Portal Help

(<http://www.immanuelmarthoma.org/cmsd>)

## Church Portal Login

Church Portal Login can be found on the home page:



## Request a username (one time process)

1. From the Church Portal login page, choose the “Create new account” tab. Fill out the form with a username and email address, and click “Create new account” at the bottom.

# Immanuel Mar Thoma Church, Virginia Member Portal Help

(<http://www.immanuelmarthoma.org/cmsd>)

2. You will receive an email as below saying your account is pending approval by the webmaster.

From: [webmaster@immanuelmarthoma.org](mailto:webmaster@immanuelmarthoma.org) [mailto:[webmaster@immanuelmarthoma.org](mailto:webmaster@immanuelmarthoma.org)]  
Sent: Wednesday, February 22, 2012 9:49 AM  
To: Koshy, Saritha  
Subject: Account details at IMTC, VA - Member's Portal (pending admin approval)

skoshy,

Thank you for registering at IMTC, VA - Member's Portal. Your application for an account is currently pending approval. Once it has been approved, you will receive another e-mail containing information about how to log in, set your password, and other details.

-- IMTC, VA - Member's Portal team

3. Once the account is activated you will receive another email as below saying your account has been approved.

From: [webmaster@immanuelmarthoma.org](mailto:webmaster@immanuelmarthoma.org) [mailto:[webmaster@immanuelmarthoma.org](mailto:webmaster@immanuelmarthoma.org)]  
Sent: Wednesday, February 22, 2012 10:52 AM  
To: Koshy, Saritha  
Subject: Account details at IMTC, VA - Member's Portal (approved)

skoshy,

Your account at IMTC, VA - Member's Portal has been activated.

You may now log in by clicking this link or copying and pasting it into your browser:

[http://www.immanuelmarthoma.org/cmsd/user/reset/67/1329925902/Z9\\_rfFiK\\_ogPwLMYI20Ta5IQUL2DLVocesArvEKYA4U](http://www.immanuelmarthoma.org/cmsd/user/reset/67/1329925902/Z9_rfFiK_ogPwLMYI20Ta5IQUL2DLVocesArvEKYA4U)

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <http://www.immanuelmarthoma.org/cmsd/user> in the future using:

username: skoshy  
password: Your password

-- IMTC, VA - Member's Portal team

4. Click on the link that is in the email (as highlighted in the picture above) to set your password. Password that you set is encrypted and is not visible to webmaster.
5. From this point onwards, you can use the username and password to login to the Church Member Portal

*(You can reset a password in future by using 'Request new password' tab )*