

The **ElimNET** website is the members area of the main Elim website, designed for ministers and leaders in the local church. The following notes will assist you in using the **ElimNET** website.

## Initial Registration

Elim ministers and MITs are automatically set up on **ElimNET**. If you have not received your login details, please visit

<https://elim.typeform.com/to/ZHCi1l>

If you are a finance officer, administrator, etc in the local church, please ask your minister to complete a new user request on the **ElimNET** website. See below.

## Lost Password

Go to the **ElimNET** at [elim.org.uk/login](http://elim.org.uk/login)

Click **Forgotten Your Password?**

Enter your new **ElimNET** login name or your registered email address.

Click **Reset My Password**. If your user name or email address is correct, you will receive a confirmation message that a new password has been emailed to you.

**Login** to the site typing your temporary password. Please note that using 'cut and paste' may result in denied access.

## Request New ElimNET User

The local church minister can request access to **ElimNET** for role holders in the local church such as a Church Administrator, Finance Officer, Gift Aid Secretary, Missions Secretary, Safeguarding co-ordinator, Youth Leader, etc.

The minister should login to **ElimNET**.

Go to [elim.org.uk/newuser](http://elim.org.uk/newuser)

Complete the request form by entering the details of the new user.

Click on the **Submit Request** button.

Once approved, the user will receive an email with their login details.

Please contact the Data Team, Elim International Centre, if an **ElimNET** user or church leader no longer holds a leadership position or leaves your church.

## Change Password

Login to the **ElimNET** website.

Go to **My Area/Change Password**.

**Type** your current and new password that must be minimum of 8 characters, including upper & lower case and 1 number or punctuation.

## Update User Details

Login to the **ElimNET** website

Go to [elim.org.uk/updateuser](http://elim.org.uk/updateuser)

Complete all the details on the form, providing your new details.

Click **Submit Request** to send your details.

## Update Church Details

Login to the **ElimNET** website

Go to [elim.org.uk/updatechurch](http://elim.org.uk/updatechurch)

Update your local church meeting address.

If your church correspondence address details differ to your meeting address, also complete these details.

You can use [postoffice.co.uk](http://postoffice.co.uk) to check your actual postal address and post code.

Please do not include directions or list more than one road in the address.

## Additional Information

If you have any queries about the information we have on our central database, including the details held about the role holders in your church, please contact the Data Team at Elim International Centre, Malvern.

**T: 0345 302 6750**

**E: [directory@elimhq.net](mailto:directory@elimhq.net)**