

DMG App Account Creation – Quick Start Guide

Step 1: Try Signing In

1. Open the **DMG app**. (dmg.calvaryoceanside.org)
2. Enter your **email address or mobile phone number**.
3. Click **Continue**.

If You Already Have a Planning Center Account

- You will be prompted to sign in.
- Enter your password and continue into the DMG app.

If You Do NOT Have a Planning Center Account

- You will see a message indicating that your login isn't set up yet.
- Click **Set up my login**.

Step 2: Begin Account Setup

1. Review the account setup message.
2. Click **Yes, I've been invited**.

The DMG app will redirect you to Planning Center to create your login credentials.

Step 3: Request a Password Setup Link

1. On the Planning Center Password Reset page, confirm your email address.
2. Click **Next**.

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Planning Center will send a verification code and password setup link to your email.

Step 4: Verify Your Identity

1. Open the email from Planning Center.
2. Locate the verification code.
3. Return to the Planning Center setup page.
4. Enter the code when prompted.

Step 5: Create Your Password

1. Enter a new password.
2. Confirm the password.
3. Click **Set Password**.

Password Tips

Your password should:

- Be easy for you to remember
- Meet Planning Center's security requirements
- Be kept private and secure

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Step 6: Accept Terms and Privacy Policy

1. Review the Planning Center Terms of Service and Privacy Policy.
2. Check the acknowledgment box.
3. Click **Accept**.

Step 7: Account Successfully Created

Once your password is created, Planning Center will confirm that your account is ready.

You can now:

- Return to the DMG app
- Click **Sign In**
- Use your email address and newly created password

Step 8: Complete DMG Access

1. Sign in to the DMG app with your new Planning Center credentials.
2. If prompted, select your profile.
3. Click **That's my profile** to continue.

Success! You are now logged into the DMG app using your Planning Center account.