

## ANONA SHELBY NEXT – HOW TO ACCESS YOUR ACCOUNT

1. Shelby Next link is located at: [anona.com/shelbynext](https://anona.com/shelbynext) – it will also soon be available on our website’s homepage (location tbd).
  - a. You can also type the direct url into your web browser: <https://anona.shelbynextchms.com>
2. Use your username and password to log into Shelby Next (this information was emailed on Jan 27 if we have your email on file – be sure to check your junk/spam folders).
3. Click the Anona Logo in the top left corner of your screen or the tile box in the top right corner of your screen to click membership.
  - a. Select **My Info** to review your contact information.
    - i. To request edits or upload your profile picture, click the pencil icon while in **My Info**.
    - ii. Please allow us 3-5 business days to review and approve your edits.
4. Click My Giving to view your donations made to the church. You can select date filters or view all giving history.
  - a. To download your giving statement – click ↓Statement, choose your date filter, tax preference, and if you want it downloaded or emailed.
  - b. The **Give Now** option is not functional as Anona online giving processes through Pushpay not Shelby Next.
    - i. Please note your Pushpay donations are uploaded to Shelby Next following our weekly deposit procedures. Processing time may lag up to 2 weeks for Pushpay donations.
5. To Change your username or password, click **Account** – make the necessary adjustments, and click the blue **SAVE** button toward the bottom of the screen.

These instructions are for desktop viewing. Mobile viewing is slightly different but similar to the outlined desktop instructions.