



**First** JUSTICE WITH  
LOVE AND JOY,  
OPEN TO AWE  
**Unitarian  
Universalist**  
SOCIETY OF SYRACUSE

**Policy #:** 020

**Policy Name:** Online Membership Accounts

**Purpose:** To describe the procedure for setting up an online membership account for First Unitarian Universalist Society of Syracuse (First UU).

**Original Date:** 2/26/2017

Written By: Valoree Suttmore 1/15/2017

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Operations Manual/Document Administrator 11/17/2019

## A. General

1. This procedure must be followed by anyone who sets up an online membership account under the First UU name.
2. All information regarding the online account must be communicated to the First UU Office Administrator via email as soon as the account is created.
3. A comprehensive, electronic and password protected list of all online accounts will be maintained by the First UU Office Administrator.

## B. Procedure

1. When the need for an online membership account for First UU arises, the person setting up the account must use the First UU email address (not their personal email address) as the main email address for the account. If a backup email address is also requested, [firstuuwebteam@gmail.com](mailto:firstuuwebteam@gmail.com) will be used. This Google address must only be used as the backup email address and never the primary email address.
2. The person setting up the account must give the First UU Office Administrator the following information via email as soon as the account is created:
  - a. URL address of the account (e.g. www.xxxxxxxx.org)
  - b. Account username
  - c. Account password
  - d. Email address associated with the account
  - e. Any backup email addresses associated with the account
  - f. A short description of what the online membership account is for
3. The Office Administrator will add this information to the list of First UU online accounts, along with the name of the person who created the account.
4. The list of all First UU online accounts will be maintained electronically by the Office Administrator and the document password protected. As backup for the Office Administrator, the Minister will also have password access to this document.
5. If any information changes for any online membership account (username, password etc.) the person responsible for setting up the account or the person making the changes is responsible for getting the updated information to the Office Administrator as soon as the change is made.