



## Creating an OHC Online Account

STEP # 1 – Go to the Oak Hills Church website log in page.

- <https://oakhillschurch.com/login>

STEP # 2 – Click on the “Create New Account” button.

- **PLEASE NOTE: It’s important to have a valid email address when creating your Oak Hills Church online account**

## Login

Login


Username

---

Password

---

Keep me logged in



[Login](#) [Create New Account](#) [Forgot Account](#)

STEP # 3A – Fill out the Account Registration form for your new online account.

## Account Registration

| New Account   | Your Information  |
|---|---|
| <p>Username *</p> <p>trainingt</p> <hr/> <p>That Username is available.</p> <p>Password *</p> <p>*****</p> <hr/> <p>Confirm Password *</p> <p>*****</p> <hr/> <p><a href="#">Next</a></p> | <p>First Name *</p> <p>Training</p> <hr/> <p>Last Name *</p> <p>Test</p> <hr/> <p>Email *</p> <p>keithl@oakhillschurch.com</p> <hr/> <p>Gender</p> <p>Male</p> <hr/> <p>Birthday *</p> <p>Apr / 19 / 1980</p> |



## **Creating an OHC Online Account – Continued**

STEP # 3A – Fill out the Account Registration form for your new online account.

### **PLEASE NOTE:**

- Username (Entry)

Username is not valid. It must only contain letters, numbers, +, -, \_, or @. It must also be at least three characters and less than 129.

Username suggestions to remember ...

1. First Name / First Letter of Last Name (like JoeS or joes)
2. First Letter of First Name / Last Name (like JSmith or jsmith)
3. Email Address (like manualtest@gmail.com)

- 
- Password (Entry)

**Password must be at least 6 characters long and can only contain letters and/or numbers**

- 
- Confirm Password (Entry)

Must match what was entered in the Password section.

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## Creating an OHC Online Account – Continued

### Your Information Section

- All information with a 'Red Dot' must be filled out.

### Your Information

First Name \*  
Training

---

Last Name \*  
Test

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Email \*  
keithl@oakhillschurch.com

---

Gender  
Male

---

**Birthday** \*  
Apr / 19 / 1980

STEP # 3B – Once you've filled out this form completely, click on the 'Next' button

## Account Registration

### New Account

Username \*  
trainingt

---

That Username is available.

Password \*  
\*\*\*\*\*

---

Confirm Password \*  
\*\*\*\*\*

Next

### Your Information

First Name \*  
Training

---

Last Name \*  
Test

---

Email \*  
keithl@oakhillschurch.com

---

Gender  
Male

---

**Birthday** \*  
Apr / 19 / 1980



## Creating an OHC Online Account – Continued

Once you've been able to complete the creation of your new online account, you will see a confirmation page of completion AND....

### Account Registration

Training, Your account has been created

If you've entered a valid email address, you will receive an automated email from Oak Hills Church ([information@oakhillschurch.com](mailto:information@oakhillschurch.com)) that your OHC Account has been created.



Training,

Thank you for creating a new account at Oak Hills Church. Your 'trainingt' username is now active and can be used to login to our site and access your information.

If you did not create this account you can [Delete it here](#)

Thanks. Thank you,  
Oak Hills Church

#### Contact Info:

19595 IH 10 W San Antonio, TX 78257-9520

Phone: 210.698.6868

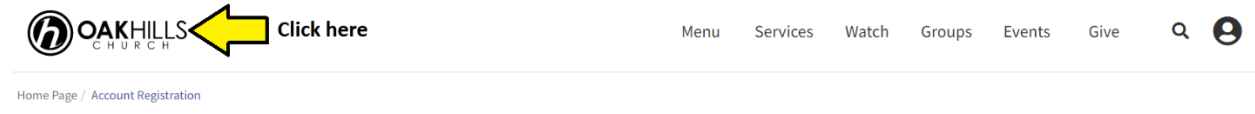
Email: [information@oakhillschurch.com](mailto:information@oakhillschurch.com)

Website: <https://oakhillschurch.com/>



## Creating an OHC Online Account – Continued

STEP # 4 – Click on the Oak Hills Church logo in the top left corner of the web page to take you to the Oak Hills Church website home page.



## Account Registration

Training, Your account has been created

**PLEASE NOTE:** Once directed back to the Oak Hills Church home page, you'll automatically be logged in under the new online account that you just created. You can confirm by clicking on the person icon listed in the upper right corner of the website's home page to see your account options.

