

Installing and Setting Up Ever Accountable

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Installing Ever Accountable is fairly straight forward and very similar to other Windows applications. The only step that is Weatec specific is Step 3 in these instructions.

If you need help with the installation of Ever Accountable you may contact the Weatec Helpdesk Phone: 717-723-8978 Email: helpdesk@weatec.com



Have you completed your Weatec Enrollment Form? If not, contact your Weatec Member Relations Committee member or Weatec deacon before configuring Ever Accountable. See page 27 of Weatec Guidelines to find out who is covering your area.

It is important to have a Weatec approved filter installed and configured before installing and using Ever Accountable. Filter information can be found at: weatec.com/approvedfilters/

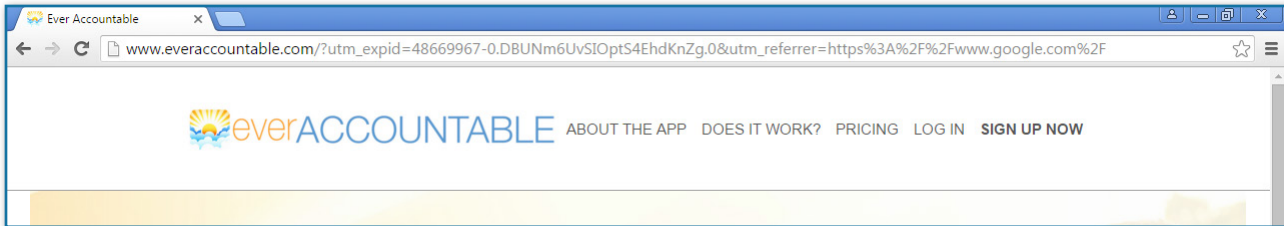


Windows

Step 1:

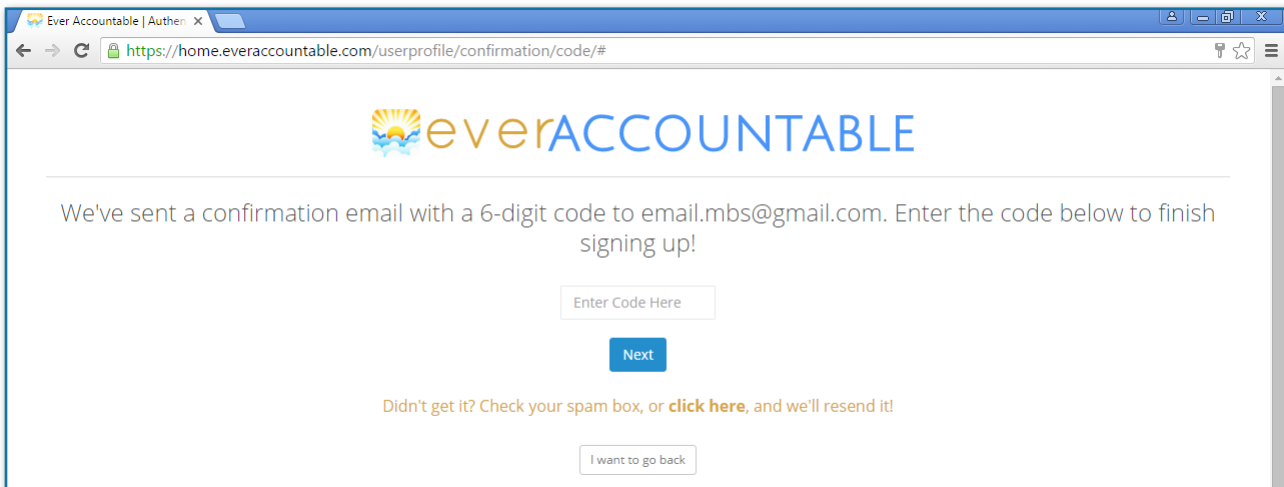
Signing up for an Ever Accountable account

- a. Go to the website everaccountable.com
- b. If this is your first device, you will want to click the Sign Up Now link at the top of the page.



1: b.

- c. Enter your full name and email address and set a password. **!! Note: Please use alphanumeric characters only for your name (that is only letters and numbers for your name). Do not use special symbol characters like &, ', (, +, # etc.**
- d. Ever Accountable will email you a confirmation code
- e. Enter the code and click next.



1: e.

- f. When prompted to set up accountability partners enter report@weatec.com into the partner #1 field. Then click continue.

Please enter up to 3 people you trust to be your accountability partner:

Partner #1:

Partner #2:

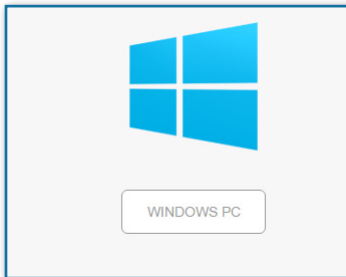
Partner #3:

1: f.

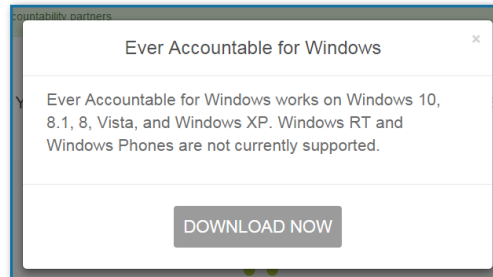
Step 2:

Installing Ever Accountable On Your PC

- a. Click on the Windows PC option. Then Click Download Now.
(Ever Accountable works on all windows versions XP and newer including Windows 7.)

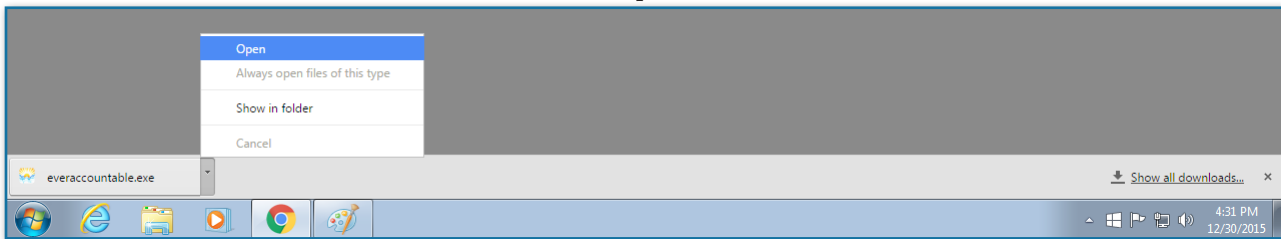


2: a.



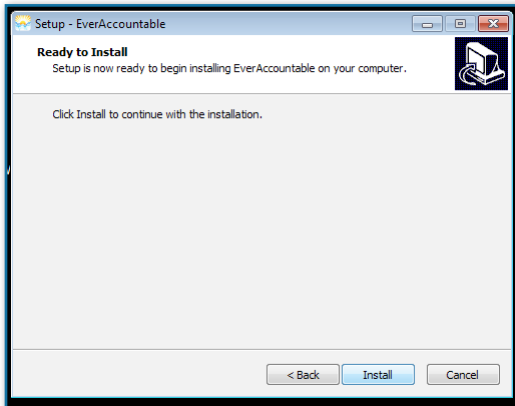
2: a.

- b. Your browser should download a file called everaccountable.exe. Click on the downloaded file and choose run or open.



2: b.

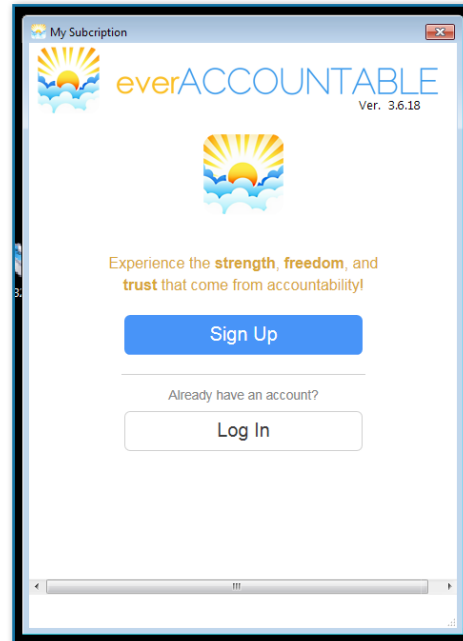
- c. You will likely have several security prompts click continue and run etc. until you get to the "ready to install screen."



2: d.

- d. Click Install


- e. Next log in with your email and password you set up in step 1. You should be taken to the "account details" page of the Ever Accountable app. You can close that screen and move on to Step 3.

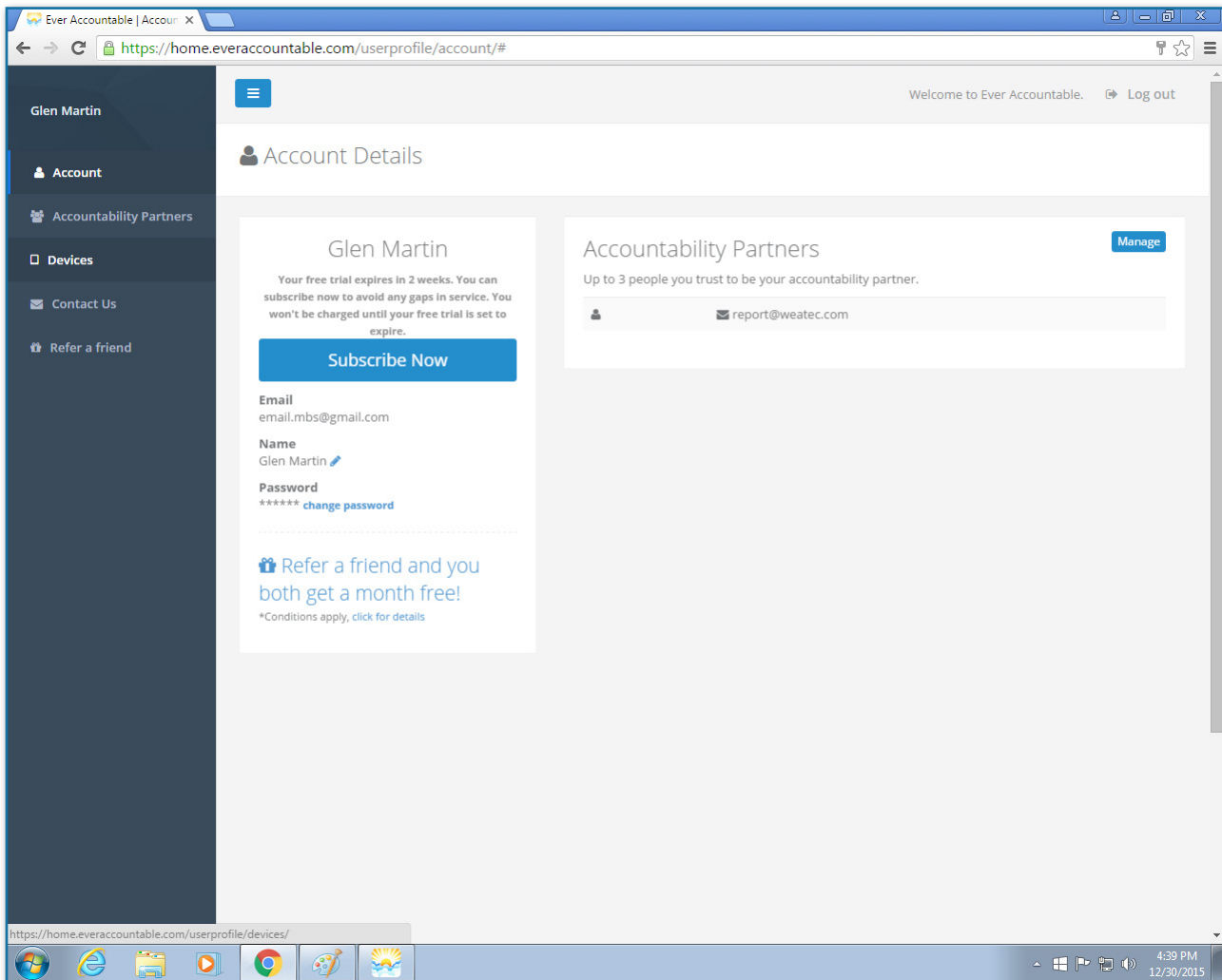


2: e.

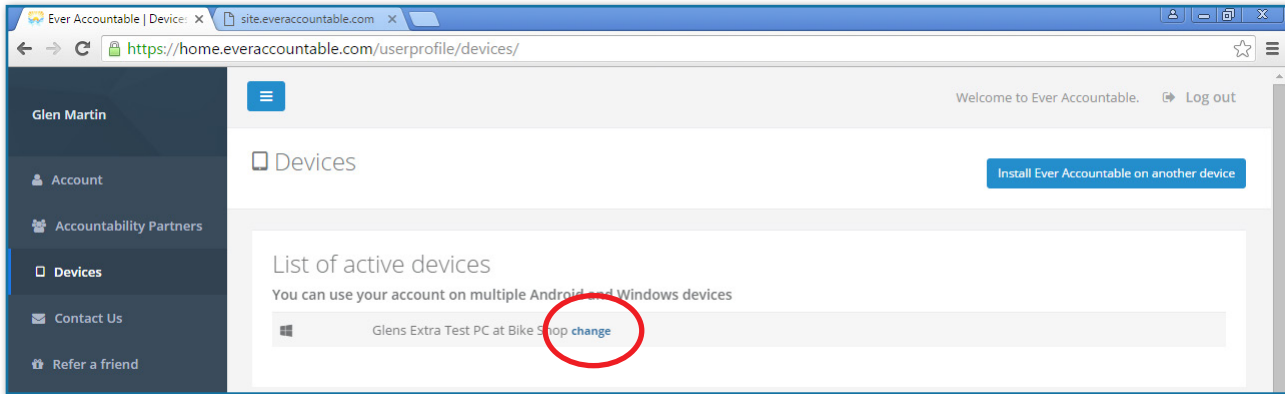
Step 3:

Adjusting The Settings To Weatec Requirement

- Restart your web browser and go to everaccountable.com. Click the log in link at the top of the page.
- Use the email address and password you entered in step 1 to log in. You should end up at the “Account Details” page.
- On the left side menu click “devices”. (If you don’t see the menu on the left hand side you may need to click the blue and white menu button then click devices.) 



- d. Under “List of active devices” you should see your device listed. The default device name is usually not very descriptive. Weatec will be using this device name when referencing issues with the Weatec account. Click “change” beside the listed device name.



- e. Change the name to something descriptive. (example “John Smith Office PC”) And then click save. **!! Note: Please use alphanumeric characters only for your device names (that is only letters and numbers for your names). Do not use special symbol characters like &,’,(,+,# etc. as they do not work with the Weatec system.**
- f. Back on the left menu click “Accountability Partners”. Make sure partner #1 is set to report@weatec.com .
- g. If you have several user accounts on your PC, log into each one and activate Ever Accountable on each account. At first login find the Ever Accountable app on the start menu. Log in with your email address and password that you created in step 1. Then update the device name as detailed in Step 3 a-e. If you want to be able to tell which user was logged in at the time of a Weatec incident, it helps to have the user name in the device description.
- h. Notify your local WMRC member that you have added a device, providing the device name is helpful. Your local WMRC members email address is your ChurchCongregation@Weatec.com

Thanks for participating in the Weatec program.

