Leader and Clerk Resources (LCR) Quick Start Guide

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LCR is an online record-keeping tool that is replacing MLS. Advantages to using LCR include the following:

- The ability for leaders, clerks, and ward council members to perform their record-keeping responsibilities anywhere they have access to the Internet—at home, on a mobile device, and so on.
- Real-time processing, which means that updates to membership records in LCR are made immediately.
- The ability to submit documents (such as disciplinary council documents) to Church headquarters online, eliminating the need to print and mail paper documents.

Follow the steps below to access and begin using LCR.

1 Create an LDS Account

If you do not already have an LDS Account, go to ldsaccount.lds.org, and click **Register for an LDS Account**. You will need your membership record number (MRN), which may be obtained from your ward clerk. After your LDS Account is created, you will have a username and a password that will give you access to LCR.

2 Verify Your Calling

Only certain callings are given access to LCR. These include stake presidencies and bishoprics, stake and ward clerks, stake and ward executive secretaries, and ward council members and their presidencies.

3 Log In to LCR and Become Familiar with Its Features

Go to lds.org/lcr, and log in using your LDS Account username and password to get to the main LCR screen. Click any of the LCR menu headings to view the available features.
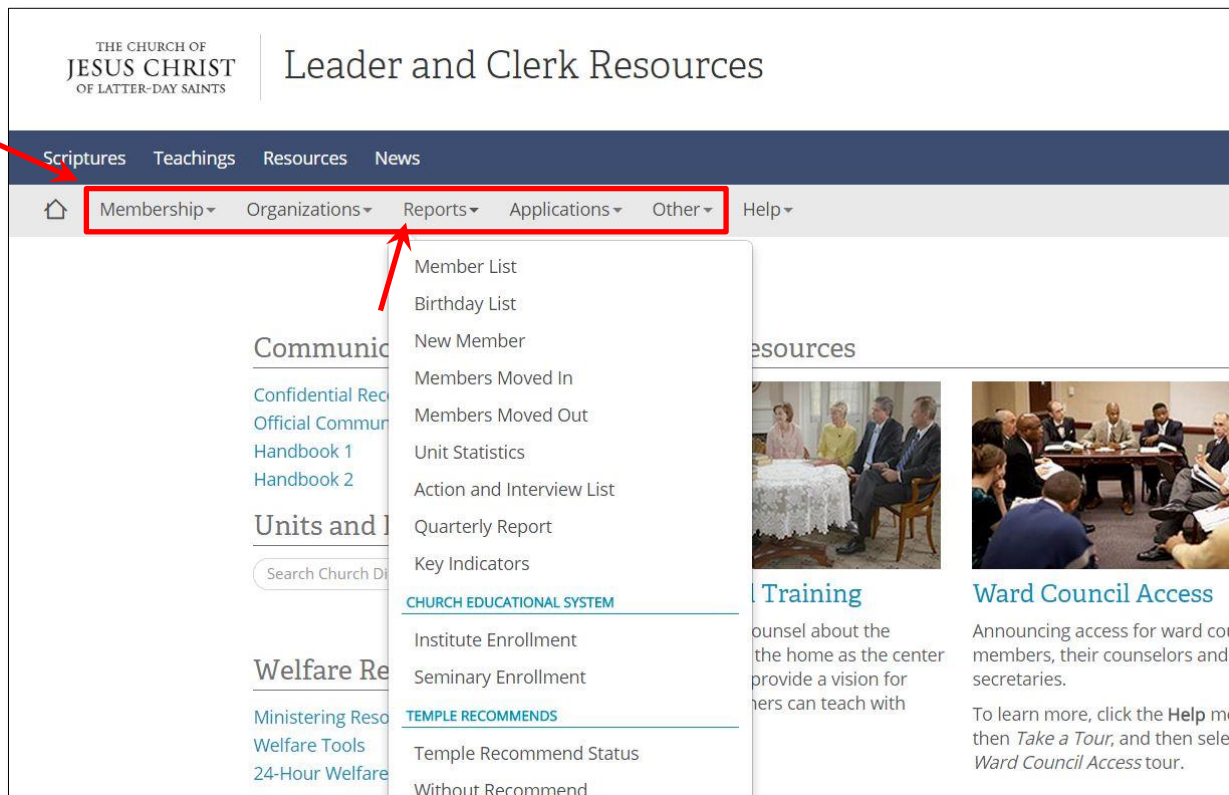
4 Help

Click the **Help** menu to view a list of options. Click **General Help** to go to the help center site, where you can search for support articles by topic. Stake presidencies, bishoprics, and clerks may click **Contact Us** to view the contact information for the Global Service Center (GSC) or their local administration office.
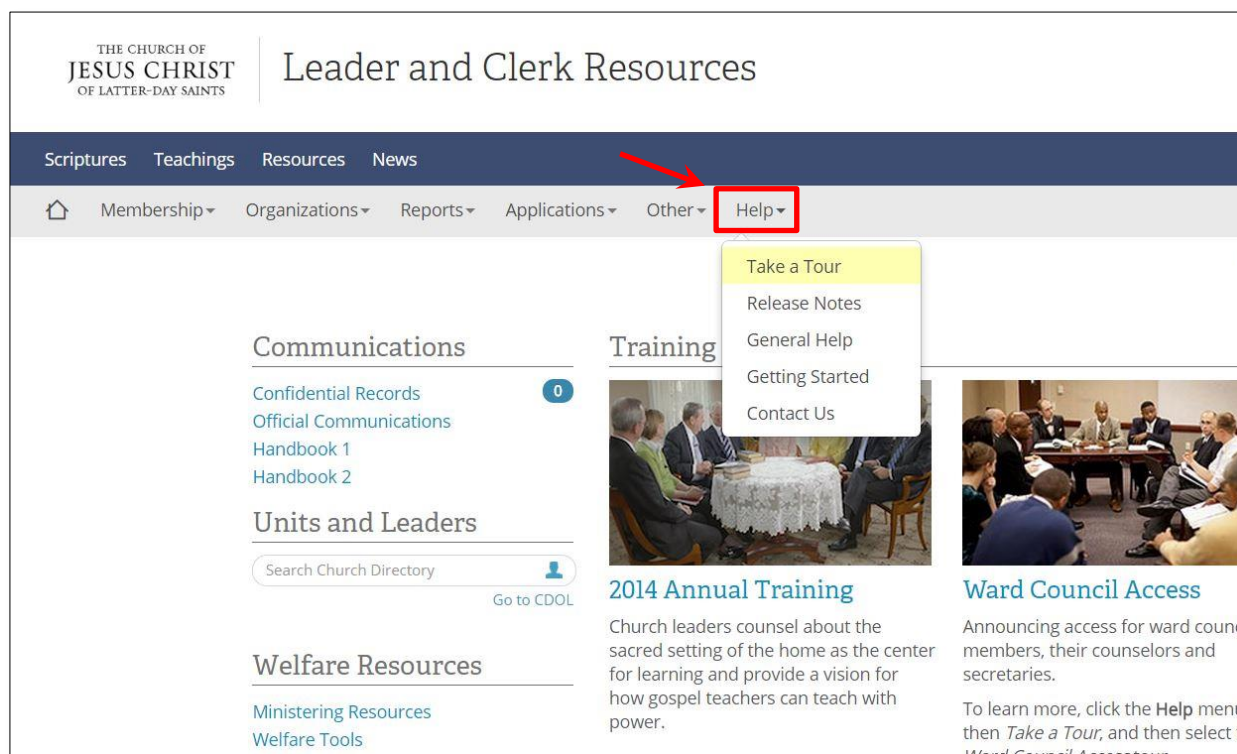
5 Troubleshooting

If you experience problems with accessing or using LCR, try the following:

- Verify that you have a reliable Internet connection.

- Verify that your LDS Account was set up using your membership record number.

- Verify with your ward clerk that your Church calling is recorded properly using the standard positions. Members with callings recorded using the custom positions option will not have access to LCR.

- Verify that your Internet browser is updated to the current version. If you are using Internet Explorer (IE), LCR requires version 10 or above to run properly. To learn how to upgrade IE, go to http://windows.microsoft.com/ie. **Computers using Windows XP or older will not be able to upgrade to the most recent version of IE and will need to use Google Chrome to access LCR.** To download Chrome, go to http://www.google.com/chrome.

- If you do not see the six menu items shown on the LCR main screen, as shown above, click the menu button next to the Leader and Clerk Resources heading to view the menu. LCR automatically adjusts to fit your screen size, which provides a better experience for those using mobile devices.