

## **Instructions for Updating Pictures on Church Community Builder (CCB):**

1. Go to [www.hhbc.com](http://www.hhbc.com) and scroll down to the bottom right corner and click on “Member Login.” You can also get to CCB by going to <https://hhbc.ccbchurch.com>.
2. After you navigate to the CCB login screen, type in your Username and Password. If you have never logged into CCB, please use your email address as the Username and select Forgot Password. I will then send you a password reset.
3. Once you have successfully logged into your profile, select the picture or initials in the upper right-hand corner. Then select the initials or picture again, and it will give you the option to replace, download, or delete a picture.
4. If you have any questions or problems updating your picture, feel free to call me at the church Mon-Thurs, 8 am-5 pm, or email me at [mcastillo@hhbc.com](mailto:mcastillo@hhbc.com).
5. Anyone who would rather not update their profile themselves is welcome to email me a picture, and I would be happy to update it for you.

Thank you for taking time to help us update these profiles so our Elders and staff can better care for our congregation.

### **Mandy Castillo**

Database/Calendar Manager

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