

My Church

Pull Your Own Year-end Giving Statement

Update Your Personal Information

The software we now use for our parish database has the ability for individuals to create accounts allowing you to update your personal data and also monitor your donations. You are even able to download an electronic copy of your year- end giving statement once they have been generated by the church. Many of you began using this last year. **If you created an account previously there is no need to create a new one.**

How do you Access My Church?

New user:

1. In your browser go to www.ascensionvb.org , select the tab “other areas of interest” and the select “My Church” or you can type <https://richmond.parishsoftfamilysuite.com> into your browser.
2. Select “New User?”
3. This will bring you to a registration form – Fill out the form.
4. Ascension Staff will have to approve the registration and then you will receive a temporary password. (We will check this several times a week, please be patient)
5. Log back into “My Church” (see step 1 above)
6. You will be prompted for a permanent password
7. Log in (you may need to return to (<https://richmond.parishsoftfamilysuite.com/>))
8. Enter username and password
9. You now have access to your information and only your information.

Existing user:

1. In your browser go to www.ascensionvb.org , select the tab “other areas of interest” and the select “my Church” or you can type <https://connectnow.parishsoft.com/Richmond> into your browser.
2. Enter username and password
3. You now have access to your information and only your information.

Once you have created a username and password you can log into your account and update your information, such as email, address, and so on. You can go to the My Offering Tab, select giving history, then the green button that says download next to Electronic Statement to obtain your last year giving history.

My Family Tab:

- Select Family Detail – here you can edit the file if you wish to make changes. Changes are not accepted until reviewed by Ascension Staff.

My Offering Tab:

- Select Giving History – Here you can select a specific fund and/or year to look at. You can also download electronic year end statements once they are available.

My Ministry Tab: Ascension does not currently use this.