

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. I**

If you try to create an account and get an error please contact Lisa Liedl at liedll@ascensionvb.org.

How do you Access My Church?

New user:

1. Type <https://richmond.parishsoftfamilysuite.com> into your browser.
2. Select "New User?"

ParishSOFT® Connecting People and the Church

Welcome - Log In Below

Username:*

Password:* [Log In](#)

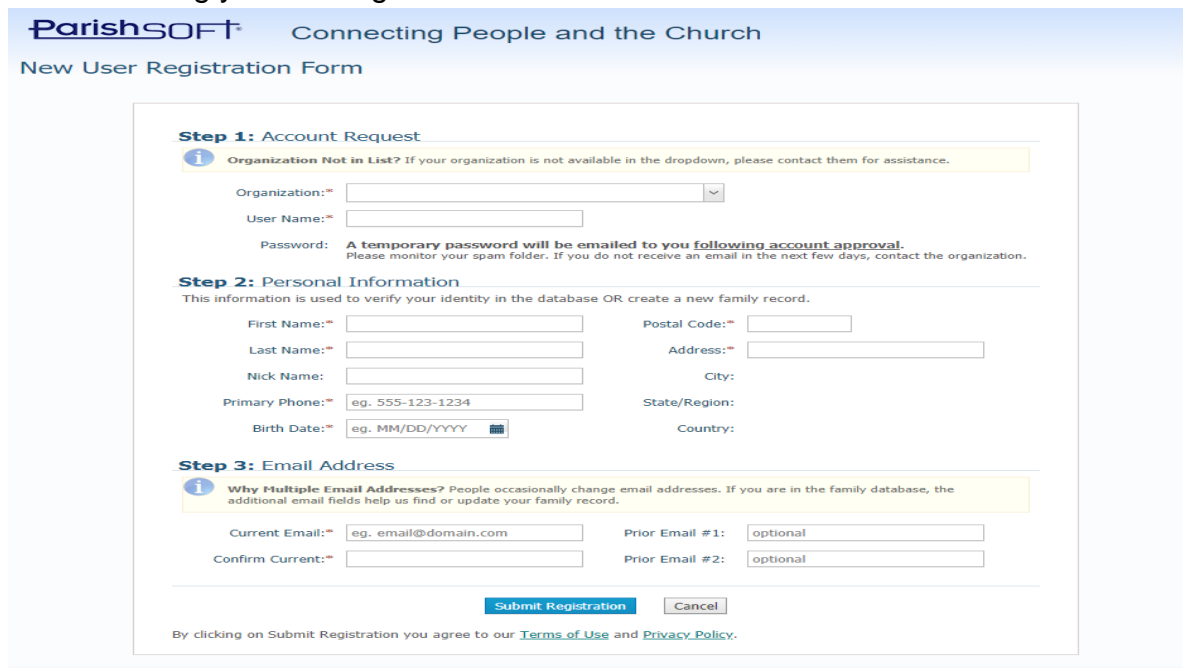
[New User?](#) [Lost password?](#)

For security purposes - we only support the following browsers
IE 9.0+, Edge, Chrome, Firefox and Safari.
If you do not have any of these installed on your system you must install or upgrade to one of them before you can login.

Use of this software, website, and services is subject to the [Terms of Use](#)

Application Version #: 4.6.9.97094, Application Date: 12/16/2020 9:21:14 PM, Database Version #: 4.6.9.97094 updated on: 12/16/2020
[Release Notes](#)

3. This will bring you to a registration form – Fill out the form.



ParishSOFT Connecting People and the Church
New User Registration Form

Step 1: Account Request
i Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.
Organization:
User Name:
Password: **A temporary password will be emailed to you following account approval.**
Please monitor your spam folder. If you do not receive an email in the next few days, contact the organization.

Step 2: Personal Information
This information is used to verify your identity in the database OR create a new family record.
First Name: Postal Code:
Last Name: Address:
Nick Name: City:
Primary Phone: eg. 555-123-1234 State/Region:
Birth Date: eg. MM/DD/YYYY Country:

Step 3: Email Address
i Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional email fields help us find or update your family record.
Current Email: eg. email@domain.com Prior Email #1: optional
Confirm Current: Prior Email #2: optional

By clicking on Submit Registration you agree to our [Terms of Use](#) and [Privacy Policy](#).

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



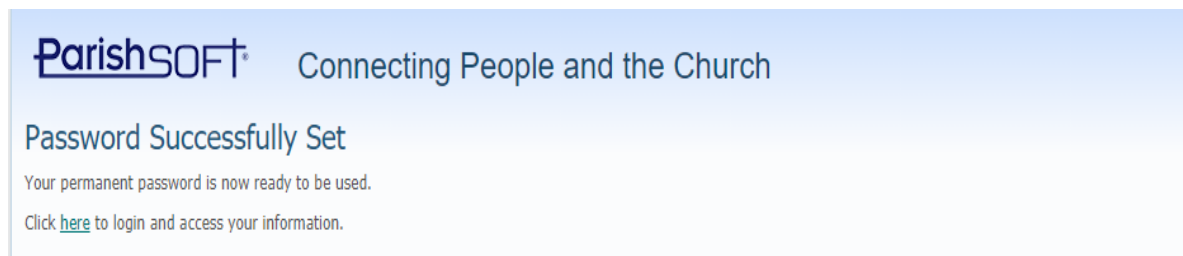
ParishSOFT Connecting People and the Church
Temporary Password Change

You logged in with a temporary password. Please enter a new and permanent password.

Passwords are case sensitive and must at least be 6 characters long. Two characters *must* be numeric.

New Password*

Verify Password*



ParishSOFT Connecting People and the Church
Password Successfully Set

Your permanent password is now ready to be used.

Click [here](#) to login and access your information.

7. Log in (you may need to return to (<https://richmond.parishsoftfamilysuite.com/>))
8. Enter username and password

Welcome - Log In Below

Username:*

Password:*

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Terms Of Use

ParishSOFT LLC TERMS OF USE

These Terms of Use are subject to the Software License Agreement between the diocese, parish, school, mission or other organization ("Organization") and ParishSOFT LLC ("ParishSOFT").

These Terms of Use apply to everyone who is authorized by the Organization to use ParishSOFT's software product, website, or service ("the Software"), including staff, volunteers, visitors, and other designated users. If you have not been properly authorized by the Organization, then please discontinue your use of the Software immediately.

To interact with certain features of the Software, you may choose to or may be required to register. As part of your eligibility to use the Software, you agree to (a) provide true, accurate, current and complete information about yourself as prompted on the applicable registration form and (b) maintain and promptly update the information contained on the registration form in order to keep it true, accurate, current and complete. Failure to do so may result in the Organization or ParishSOFT suspending or terminating your account.

By creating a login, you agree that we can store and use your registration information for communicating with you about the ParishSOFT application in providing services to support the application. You are agreeing to the Terms of Use and Privacy Policy. You have the right to revoke your consent to storage and transmission of this information at any time by contacting the Organization for which you are registering.

When you complete your organization's registration process, you will receive a username and password. You are responsible for maintaining the confidentiality of the username and password, as well as for all activities that occur under your username and password. You agree to maintain security by ensuring that you exit from your account at the end of each session and by notifying your Organization immediately in the event of any unauthorized use or other security breach. The Organization and ParishSOFT cannot and will not be liable for any loss or damage arising from your failure to comply with these provisions.

By using the Software, you state and guarantee that you are at least 14 years of age, of sound mind, are competent to enter into a legally binding agreement, and have authority to bind yourself or the person or entity you represent. If parents and/or guardians wish to have family members under the age of 14 use the Software, they must create an account first, and then add family members to their family account profile.

All features of this Software, whether they may be accessed with monetary charge or not, are subject to and shall be strictly governed by these Terms of Use. By using the features of the Software, you agree to be bound by these Terms of Use.

All use of the Software is subject to applicable state, federal and local law. You agree not to use the Software in any manner that could damage, disable,

9. 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.

Existing user:

1. 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.

My Offering Tab:

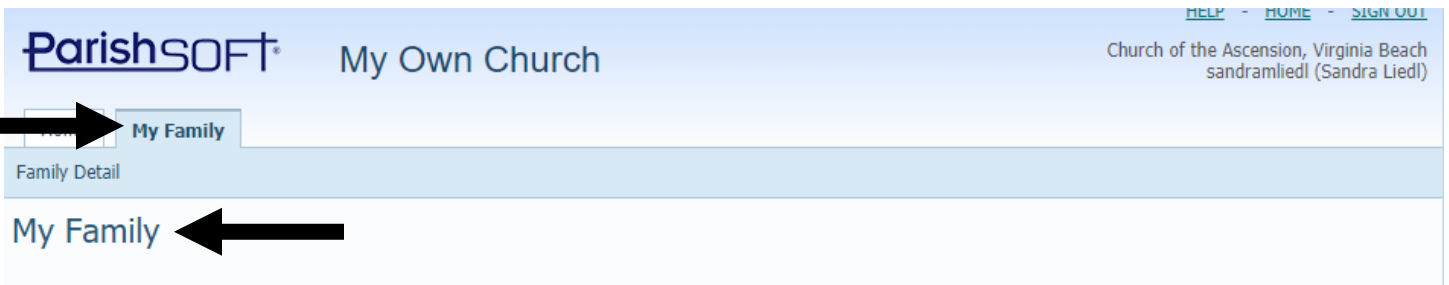
- Select Giving History – Here you can select a specific fund and/or year to look at. You can also download electronic year end statements once they are available.



If you want to update family information select the family tab then the My Family button

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.



If you have any problems or questions please contact Lisa Liedl at 757-495-1886 x 422 or liedll@ascensionvb.org

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.