



2019 Year-End Contribution Statement (E-Statement) Instructions

Thank you for your understanding as we move towards cost effective distribution methods. You can retrieve your OLA 2019 Contribution Statements/E-Statement by logging into the My Own Church module. Those who have provided email addresses for our database have received directions on how to download E-statements. Those who do not have a current email on file with OLA may go to our website for directions. E-Statements offer significant benefits to you including providing greater security and privacy, as well as immediate availability.

- **EXISTING** “My Own Church” members (those who already have a login and password to My Own Church): please go directly to steps **highlighted in purple** to download your statement.
- **NEW** “My Own Church” members: please **create a new account** (a one-time process). It takes just a few minutes to complete the information required to create a new account. Type or copy and paste the following link to your web browser for the ParishSoft website to access My Own Church): <https://losangeles.parishsoftfamilysuite.com>.
 - If the system can verify all of the information in your registration request, it displays a confirmation message to inform you that your registration was successful. You will also receive an email containing your login credentials (username and temporary password) to the email address you provided in your registration.
 - If the system cannot verify all of the information in your registration request, it displays an acknowledgement message to notify you that your registration was received. Your registration request is put on hold until an administrator can personally review it. Review time varies, but the process is typically completed within 1 - 3 days. Upon approval, you will receive an email containing your login credentials (username and temporary password). **Please check your Spam or Junk E-mail folder if the email does not arrive within that time frame.** After you receive the email, log in to your account. For login instructions, see *How to Log in to My Own Church* below.

➤ **How to Log in to My Own Church:**

- 1) Select the My Offering tab.
- 2) Click **Giving History**. The *Giving History* page is displayed.
- 3) To the left of Electronic Statement, click the **Download ▼** button.
- 4) From the displayed list, select the statement link for the year you want to download.
- 5) The **Save As** dialog box opens. Save the file to the desired location on your computer.
- 6) Double-click the file to open the statement.
- 7) If desired, click  to print your statement.

***Called to Renew** donations made directly to the LA Archdiocese will not be reflected on your Our Lady of the Assumption Church E-Statement. A separate statement will be mailed to you from the LA Archdiocese.

If you have any questions about your statement or have difficulty with the *My Own Church* link, please contact Elizabeth Trujillo, Database Manager: (805) 642-7966, extension 115 or database@ola-vta.org.