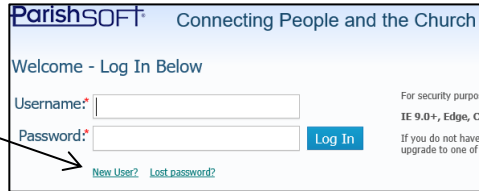
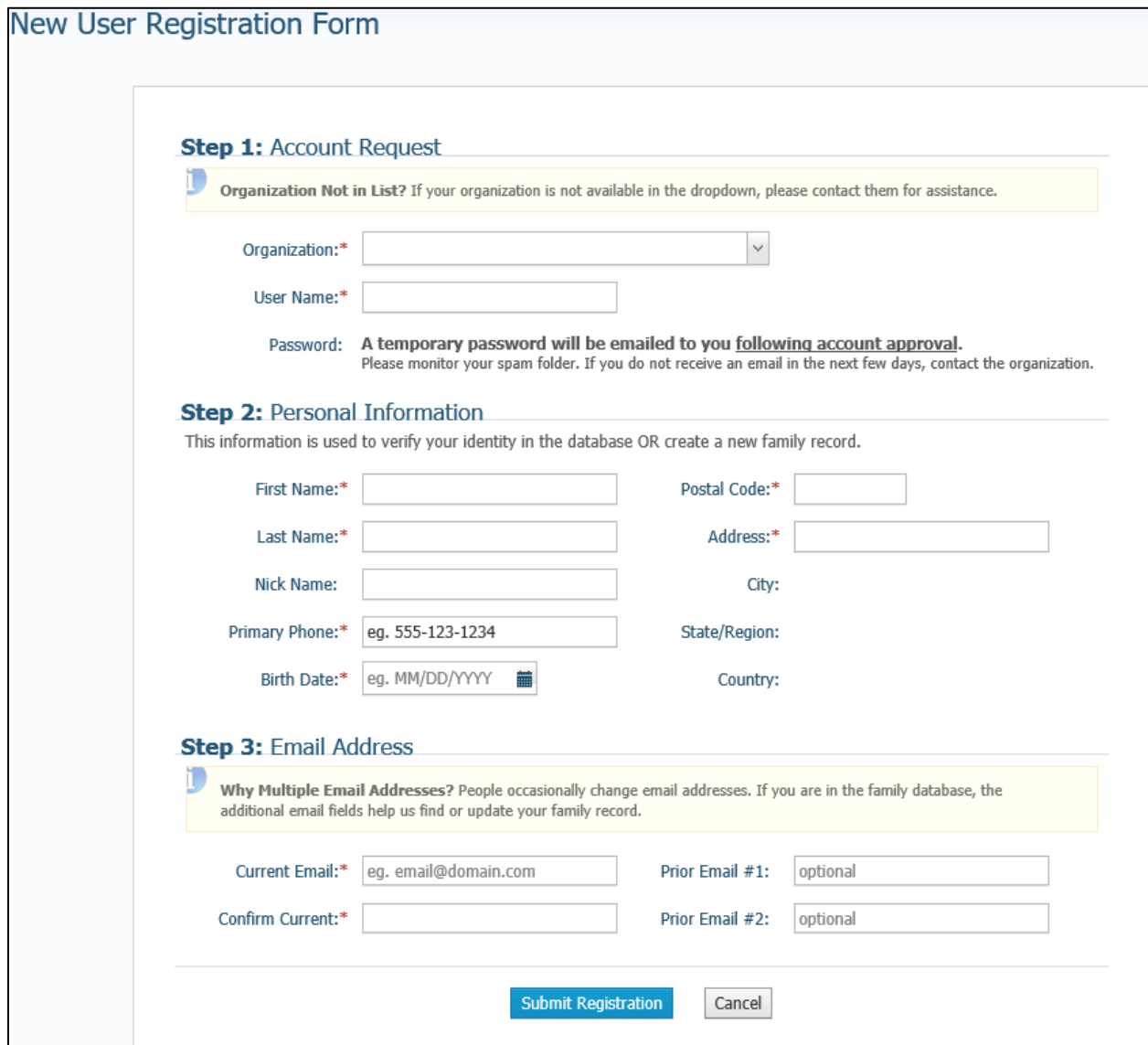


On Line Registration for St. Paul Catholic Church, Athens, AL

1. Open a web browser (i.e. Chrome, Internet Explorer, Edge, Safari, etc.) on your internet connected device.
2. In the address bar enter: <https://birmingham.parishsoftfamilysuite.com/>
3. Click on the New User? Link:



4. New user registration form will display:



5. Every church in the United States is listed. Be sure to select St Paul, Athens from the drop down.

Step 1: Account Request

Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.

Organization:*

6. Pick a User Name. If the user name you selected is in use, pick a different one. **Remember this ID.** You'll use it again.

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.

7. File out the rest of the form and click Submit Registration when you are finished.

Step 2: Personal Information

This information is used to verify your identity in the database OR create a new family record.

First Name:* <input type="text"/>	Postal Code:* <input type="text"/>
Last Name:* <input type="text"/>	Address:* <input type="text"/>
Nick Name: <input type="text"/>	City: <input type="text"/>
Primary Phone:* <input type="text" value="eg. 555-123-1234"/>	State/Region: <input type="text"/>
Birth Date:* <input type="text" value="eg. MM/DD/YYYY"/>	Country: <input type="text"/>

Step 3: Email Address

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:* <input type="text" value="eg. email@domain.com"/>	Prior Email #1: <input type="text" value="optional"/>
Confirm Current:* <input type="text"/>	Prior Email #2: <input type="text" value="optional"/>

8. The following page will be displayed.

New User Registration Form

User Registration Submission Complete!

Current Status: Pending Review & Approval

Due to security and identity concerns, your registration information must be reviewed and approved by staff before you are allowed access to the system. The time it takes to approve new user registrations varies, but the turnaround time is typically 1 to 3 days. Thank you for your patience.

We will send status updates to you at the email address below. Following account approval, you will receive your account information and a randomly generated password.

rlkhym@outlook.com

Please monitor your spam folder!

[< Back to Login page](#)

After you Registration is Approved by St Paul

1. You will receive an email with your username and temporary password. [Click here](#) to login.

Please use your 'Username' and 'Temporary Password' the next time you log into the St Paul Parish portal.

You will be prompted to change the temporary password and enter your own for future access.

Click [here](#) to log in right now.

Note: If you have trouble accessing the link above, please login at <https://birmingham.parishsoftfamilysuite.com/Default.aspx>.

2. Enter your Username and Password:

ParishSOFT® Connecting People and the Church

Welcome - Log In Below

Username:*

Password:*

[Log In](#)

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

For security purposes - IE 9.0+, Edge, Chrom...
If you do not have any upgrade to one of them

3. When prompted, change your password. **Remember this password.** You'll use it again.
4. Click the My Family link.

ParishSOFT® My Own Church

[Home](#) [My Family](#) [My Offering](#)

[Home](#) [Giving History](#)

Home

Quick Links

[My Family](#)

5. Click Family Detail

ParishSOFT® My Own Church

[Home](#) [My Family](#) [My Offering](#)

[Family Detail](#)

My Family

6. Edit your information as needed. Click Edit Details

7. Click Member Details to edit the rest of your information. Please note you will not be able to edit Sacraments or Misc. Then click Edit Details.

8. Add other family members.

9. Fill in as much information as you can. Then click Save & Close

10. Also see more information by clicking the following links

[PSFSv MOC – Members: Registration \(Video\)](#)

[PSFSv MOC – Members: Navigation \(Video\)](#)

[PSFS MOC – Members: How to Log in to My Own Church](#)