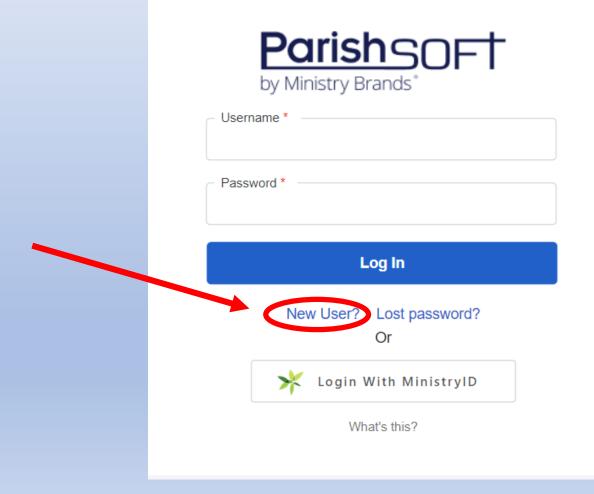


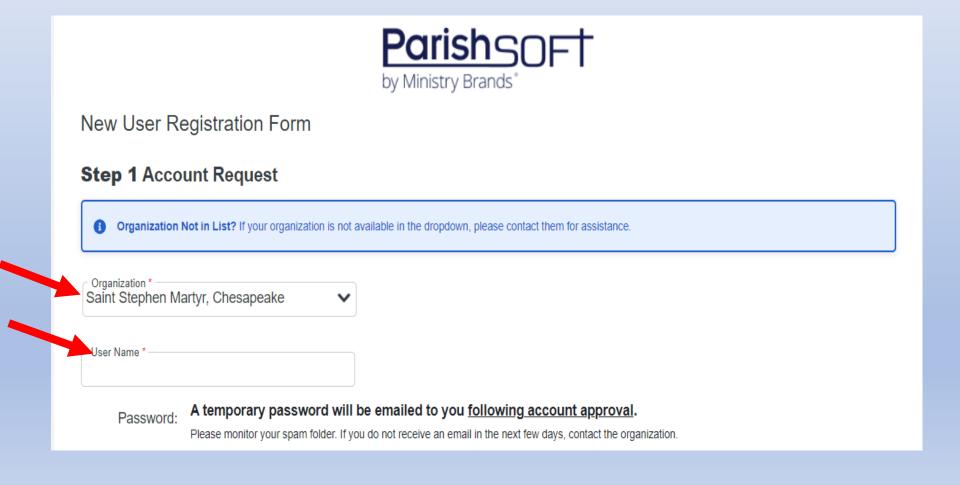
HOW TO JOIN "MY OWN CHURCH"

Visit https://richmond.parishsoftfamilysuite.com and click on "New User?" This initial sten

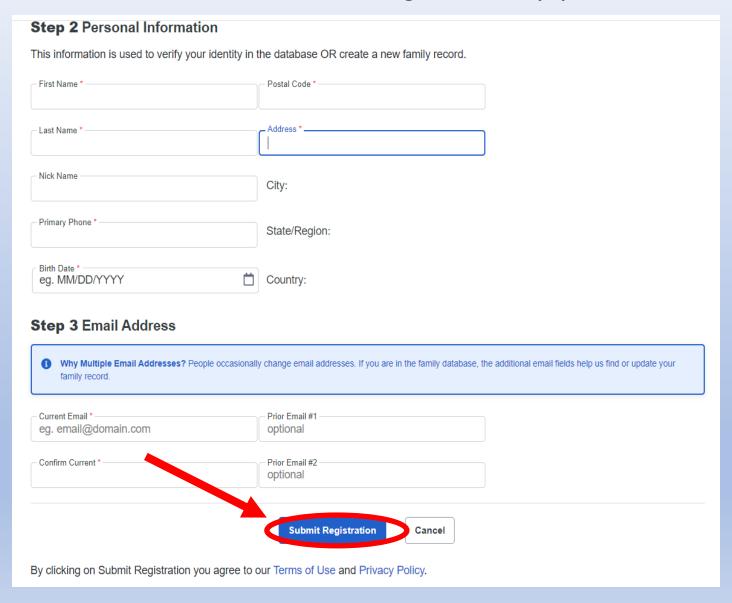
and click on "New User?". This initial step must NOT be done from a mobile device.



Fill out the New User Registration Form. Under Organization, click the dropdown menu and select "St. Stephen, Martyr Catholic Church, Chesapeake" and type in a User Name.



Complete Steps 2 & 3 then Submit Registration. Wait 1-3 business days for approval.



The email address supplied should receive an email within 1-3 business days with a temporary password from the following address:

St. Stephen, Martyr Catholic Church support@parishsoft.com.

***Please check your spam folders. If you do not receive an email within 1-3 business days, please call the church office at (757) 421-7416 or email ssm@ssmrcc.org

Return to the login screen and enter the username and temporary password sent to your email into the applicable fields.

Parishsoft by Ministry Brands*	
Username *	
Password *	
Log In	

Congratulations!

You have successfully created a My Own Church account!

Benefits of joining My Own Church

- By joining My Own Church, you will be able to update your family's personal information like email, phone number, and address. This helps St. Stephen, Martyr have the most accurate contact information.
- My Own Church allows access to your contributions and eventually to your Tax Statements.
- A My Own Church account is required for registration to VBS, Religious Education classes, and various other classes and events throughout the year.