



HOW TO JOIN “MY OWN CHURCH”

Visit

<https://richmond.parishsoftfamilysuite.com>
and click on “**New User?**”. This initial step
must **NOT** be done from a mobile device.


ParishSOFT
by Ministry Brands®

Username *

Password *

Log In

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

 [Login With MinistryID](#)


[What's this?](#)

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.



New User Registration Form

Step 1 Account Request

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

Organization *
Saint Stephen Martyr, Chesapeake

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.

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

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 *	State/Region:
Birth Date * eg. MM/DD/YYYY	Country:

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 * eg. email@domain.com	Prior Email #1 optional
Confirm Current *	Prior Email #2 optional

Submit Registration

Cancel

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

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.



The image shows a login form for ParishSOFT. At the top, the logo reads "ParishSOFT by Ministry Brands". Below the logo are two input fields: "Username *" and "Password *". Both fields are empty. At the bottom of the form is a blue button labeled "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.**