

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

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 #: 4.4.4.61, Database Version #: 4.4.4.61 updated on: 6/22/2018
[Release Notes](#)

Fill out the New User Registration Form. The Organization can be found under “St. Stephen, Martyr Catholic Church, Chesapeake”.

ParishSOFT Connecting People and the Church

New User Registration Form

Step 1: Account Request

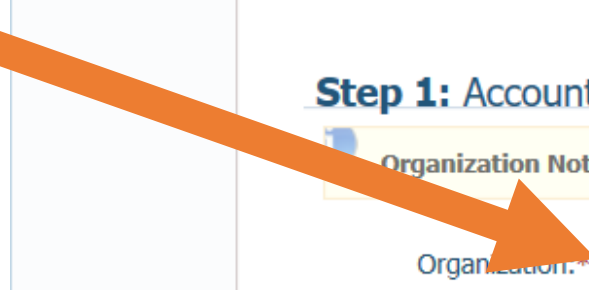
Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.

Organization: St. Stephen, Martyr Catholic Church, 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.

Step 2: Personal Information



Submit the Registration and 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:* 

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:*

Prior Email #1:

Confirm Current:*

Prior Email #2:



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.

ssm@ssmrcc.org

Please monitor your spam folder!