

How to sign up for your new *My Own Church* account

Creating an account is a simple one-time process. It requires some personal information to verify your identity, and takes just a few minutes to complete:

1. In your web browser, enter **the Web Address for ParishSOFT Suite**:

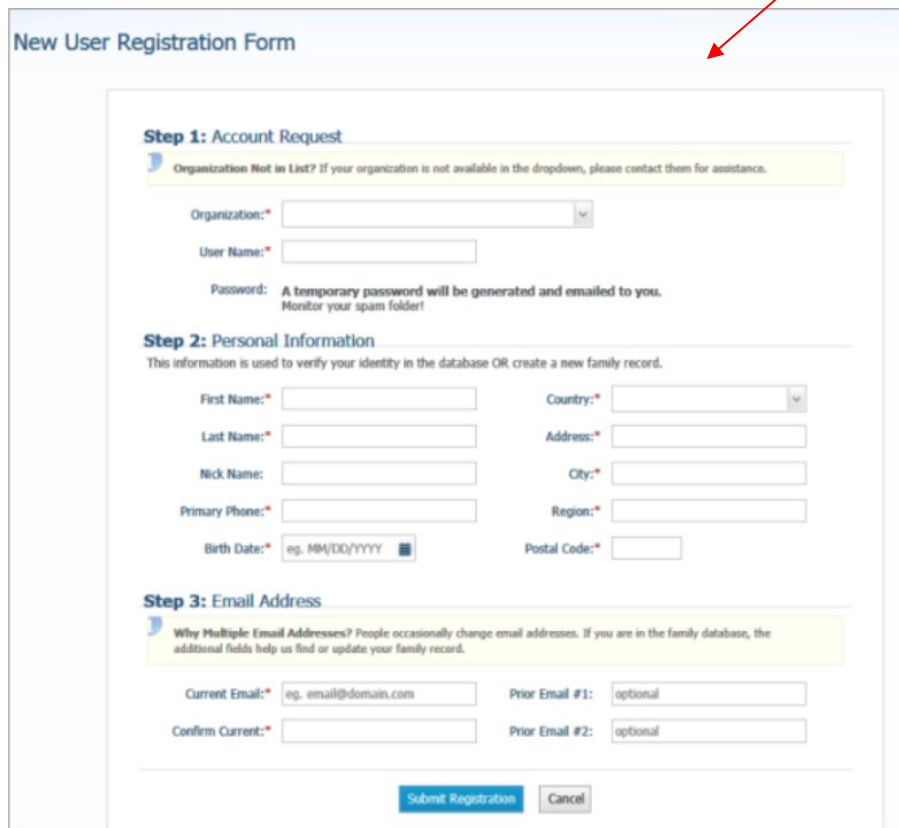
<https://raleigh.parishsoftfamilysuite.com>

OR click on the Link provided in the **February 6th email from Tina Lilley**.

The ParishSOFT Welcome screen is displayed:



2. Click the “**New User?**” link to display the **New User Registration Form**.



3. Complete **Steps 1 - 3** on the form. Required fields are marked with a red asterisk: *.
4. Click the **Submit Registration** button at the bottom.
5. ParishSoft will attempt to verify your personal information.
 - **If ParishSoft can verify the information in your request**, it displays a confirmation message to inform you that your registration was successful.
 - ParishSoft also sends an email containing your login credentials (username and a temporary password) to the email address you provided.
6. **Check your email.** After you receive the email, log in to your new account. For login instructions, go to **How to log in to My Own Church**. [If the email does not arrive within a few minutes after you submit your request, check your **Spam or Junk E-mail** folder.]
 - **If ParishSoft cannot verify the information in your registration request**, it displays a message that your registration was received. **Your registration is put on hold** until parish staff can personally review it.
 1. Review time vary but is **typically 3 business days**. Upon approval, you will receive an email containing your login credentials (username and a temporary password). For login instructions, go the document **How to log in to My Own Church**.
 - If ParishSoft cannot verify any of the information in your registration, it displays a message that the registration was not successful. The message provides one or more options to help resolve the problem. Choose the option that best fits your particular circumstance.

If you still need assistance resolving any problems, please contact Tina Lilley in the Parish Office at 919-479-1001 x 302.