

SIGNING UP FOR “MY OWN CHURCH”

In order to receive your 2016 Giving Statement electronically (E-statement), you will have to register for an account with “My Own Church” following the instructions below.

E-statements will be available for download mid-January 2017.

Need to Create an Account?

Creating a user account is a one-time process. The process requires you to submit a few details of personal information to verify your identity to the system. It takes just a few minutes to complete the information required to set up an account. Use the following procedure to set up an account.

1. Go to www.stmarysdsm.org and follow MY OWN CHURCH link under GIVING tab.



2. Click the [New User?](#) link to display the **New User Registration Form:**



ORGANIZATION

Choose “St Mary of Nazareth Parish, Des Moines” in Organization dropdown list.



USERNAME

Requirements:

- Length: must be between 5 and 20 characters.
- Characters: letters and numbers only: A-Z, a-z, 0-9. No spaces or special characters permitted.

The system checks your username to determine whether it is unique. If a name is already taken, the system displays a message to inform you that the username you requested is not available. You need to choose a different name.



PRIMARY PHONE

Enter your main telephone number in ###-###-#### format.

3. Complete Steps 1 -3 on the form. Required fields are marked with a red asterisk: *.



4. Click [Submit Registration](#) to submit your information to the system.

The system attempts to verify your personal information.

5. Do one of the following:

- If the system can verify all of the information in your registration request, it displays a confirmation message to inform you that your registration was successful. The system also sends an email containing your login credentials (username and temporary password) to the email address you provided in your registration.

After you receive the email, log in to your account. Check your **Spam** or **Junk E-mail** folder if the email does not arrive within a few minutes after you submit your request. For login instructions, go to [How to Log in to My Own Church](#).

- If the system cannot verify all of the information in your registration request, it displays an acknowledgement message to notify you that your registration was received. Your registration request is put on hold until an administrator can personally review it.

Review time varies, but the process is typically completed within three days. Upon approval, you will receive an email containing your login credentials (username and temporary password). Check your **Spam** or **Junk E-mail** folder if the email does not arrive within that time frame. After you receive the email, log in to your account. For login instructions, go to [How to Log in to My Own Church](#).

- If the system cannot verify the information in your registration request, it displays a message to inform you that the registration was not successful. The message provides one or more options to help you resolve the problem. Choose the option that best fits your particular circumstance. If you need assistance resolving the problem, [contact ParishSOFT product support for help](#).

Other things that you can do with My Own Church account:

My Own Church uses ParishSOFT's technology to give members secure and personal access to the information in their family and member records. Registered users of ConnectNow Family Suite can log in and perform any of the following tasks in My Own Church:

- Manage their own church records and keep personal information accurate and up to date. For example, members who move or change phone numbers can quickly and easily log in and update this information for themselves. No need to call the church, fill out and submit paper forms, and then wait for someone at the church to update their records.
- View their personal giving history.