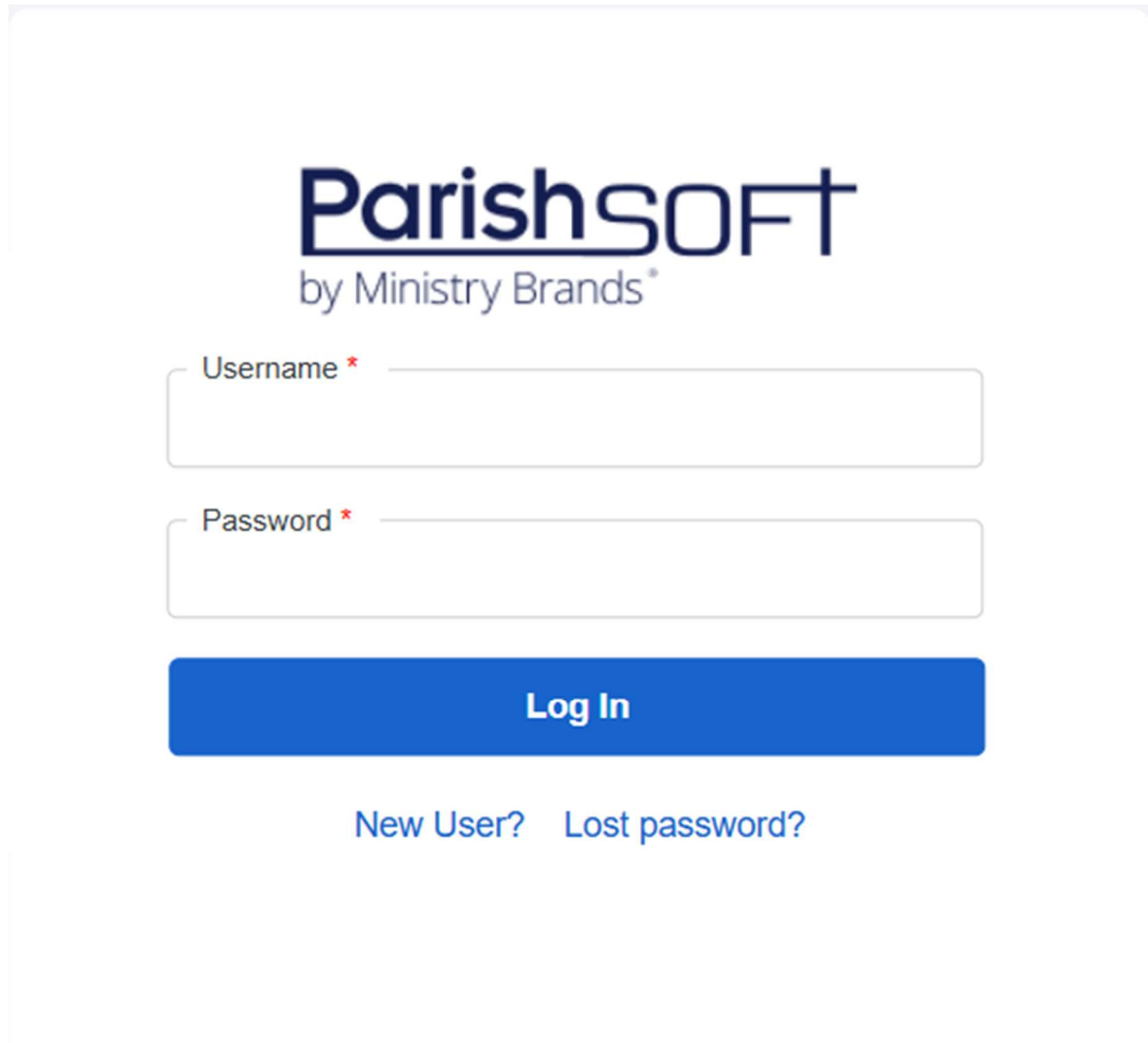


My Own Church Registration Guide

Log into <https://louisville.parishsoftfamilysuite.com/Default.aspx>.

Click New User.

The image shows a login interface for ParishSOFT. At the top, the logo "ParishSOFT" is displayed in a large, dark blue font, with "by Ministry Brands®" in a smaller font below it. Below the logo are two input fields: "Username" and "Password", each followed by a red asterisk. Below these fields is a blue button with the text "Log In" in white. At the bottom, there are two links: "New User?" and "Lost password?".

ParishSOFT
by Ministry Brands®

Username *

Password *

Log In

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

Fill out account information.



New User Registration Form

Step 1 Account Request

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

Organization *

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

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

i 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
eg. email@domain.com optional

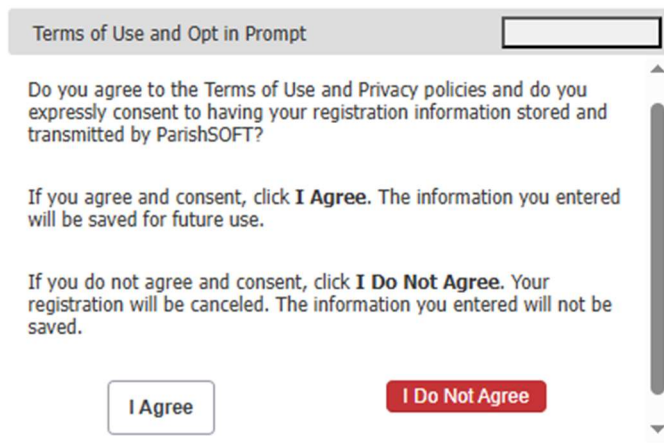
Confirm Current * Prior Email #2
optional

Submit Registration

Cancel

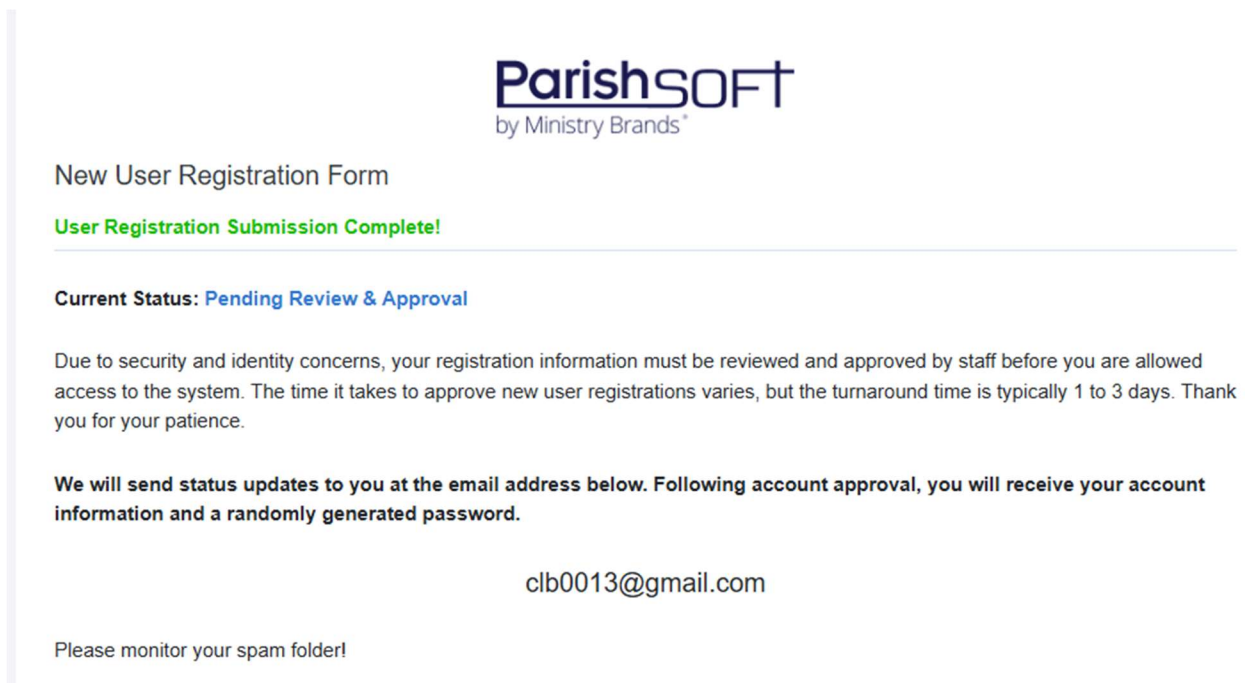
By clicking on Submit Registration you agree to our [Terms of Use](#) and [Privacy Policy](#).

Once you submit registration, click “I agree” to the Terms of Use screen.



The screenshot shows a dialog box titled "Terms of Use and Opt in Prompt". It contains the following text: "Do you agree to the Terms of Use and Privacy policies and do you expressly consent to having your registration information stored and transmitted by ParishSOFT?". Below this, it says: "If you agree and consent, click **I Agree**. The information you entered will be saved for future use." and "If you do not agree and consent, click **I Do Not Agree**. Your registration will be canceled. The information you entered will not be saved." At the bottom, there are two buttons: "I Agree" (white with a black border) and "I Do Not Agree" (red with white text). A vertical scrollbar is visible on the right side of the dialog box.

You should receive the following message on your screen.



The screenshot shows a confirmation message from ParishSOFT. At the top is the ParishSOFT logo with the tagline "by Ministry Brands®". Below the logo, it says "New User Registration Form" and "User Registration Submission Complete!". A horizontal line separates this from the "Current Status: Pending Review & Approval" section. The text explains that registration information must be reviewed and approved by staff, with a turnaround time of typically 1 to 3 days. It also states that status updates will be sent to the email address provided (clb0013@gmail.com) and that the user will receive account information and a randomly generated password after approval. A final note asks the user to monitor their spam folder.

ParishSOFT
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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.

clb0013@gmail.com

Please monitor your spam folder!

Once submitted, the Parish Office will review your account and approve. You should then receive notification with a temporary password. Instructions for changing your password and navigating the site are available on the sfxmw.com website.