

How to sign up for a new My Own Church account

Creating a user account is a one-time process. This process requires the submission of personal details to verify your identity. It takes just a few minutes to complete:

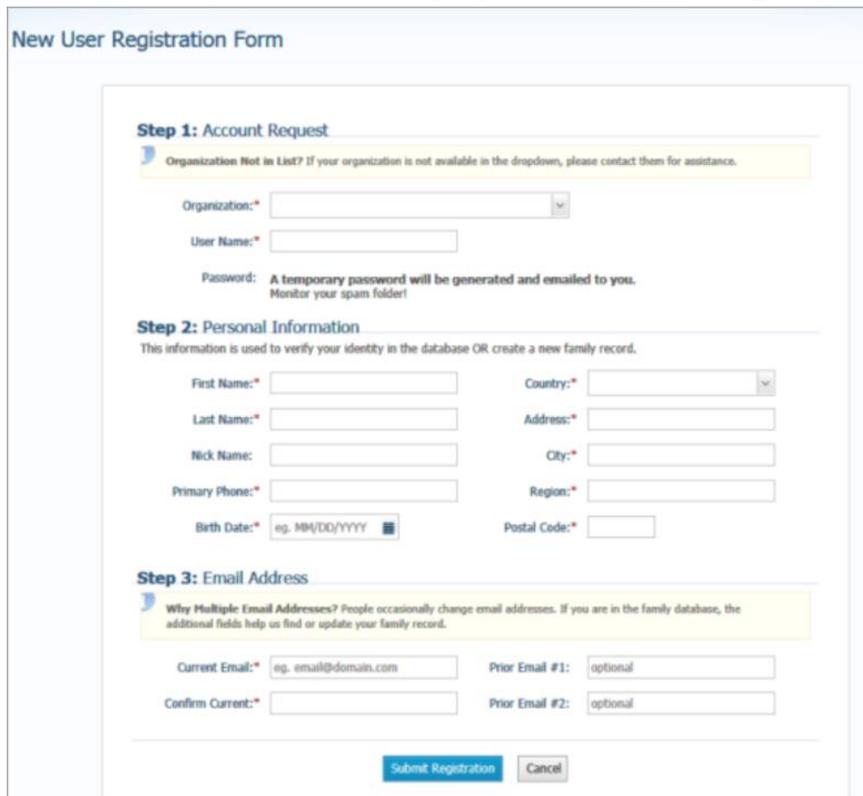
1. In your web browser, enter <https://losangeles.parishsoftfamilysuite.com>

The ParishSOFT Welcome screen is displayed:



The screenshot shows the 'Welcome! Sign In Below' screen. It features a sign-in form with fields for 'Username:*' and 'Password:*', and a 'Login' button. Below the form are links for 'New User?' and 'Lost password?'. To the right, there is a section for browser requirements: 'For security purposes - we only support the following browsers: IE 8.0+, Firefox 3.0+, Safari 3.0+ and Chrome 2.0+'. A note below states: '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.' At the bottom, a yellow bar contains the text: 'Use of this software, website, and services is subject to the [Terms of Use](#)'.

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



The screenshot shows the 'New User Registration Form' with three steps:

- Step 1: Account Request**
 - Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.
 - Organization:* (dropdown menu)
 - User Name:* (text field)
 - Password: A temporary password will be generated and emailed to you. Monitor your spam folder!
- Step 2: Personal Information**
 - This information is used to verify your identity in the database OR create a new family record.
 - First Name:* (text field)
 - Last Name:* (text field)
 - Nick Name: (text field)
 - Primary Phone:* (text field)
 - Birth Date:* (calendar icon, format: eg. MM/DD/YYYY)
 - Country:* (dropdown menu)
 - Address:* (text field)
 - City:* (text field)
 - Region:* (text field)
 - Postal Code:* (text field)
- Step 3: Email Address**
 - Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional fields help us find or update your family record.
 - Current Email:* (text field, example: eg. email@domain.com)
 - Confirm Current:* (text field)
 - Prior Email #1: (text field, optional)
 - Prior Email #2: (text field, optional)

At the bottom, there are 'Submit Registration' and 'Cancel' buttons.

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

Select **Our Lady of the Rosary Roman Catholic Church**, Paramount in the Organization/Church list.

4. Click **Submit Registration**.
5. The application attempts to verify your personal information.
 - **If the application can verify all of the information in your registration request**, it displays a confirmation message to inform you that your registration was successful.
 1. The application also sends an email containing your login credentials (username and a temporary password) to the email address you provided in your registration.
 2. 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 application cannot verify all of the information in your registration request**, it displays an acknowledgment message to notify you that your registration was received. **Your registration request is put on hold** until an administrator can personally review it.
 1. 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 a temporary password).
 2. Check your **Spam or Junk E-mail** folder if the email does not arrive within that time frame.
 3. After you receive the email, log in to your account at <https://losangeles.parishsoftfamilysuite.com>
 - If you need assistance resolving the problem, please contact your Parish Office or Administrator for support.