



How to create a My Own Church account

1. Visit <https://chicago.parishsoftfamilysuite.com>
2. On the login page, click the **New User Link**.
3. Fill in the information. You will be prompted to follow certain requirements:
 - The username may be **numbers** and/or **characters** only and must be **5-20 digits**.
 - All fields with a **red asterisk** are **required**.
 - Make sure to use a **valid email address**.
 - The information you use on this form will also be used to update your record.
4. **Submit the form**, read and **agree** to the terms of use, and **exit** the site.
5. **Look for the email** where you will find your username and a temporary password.
 - If you **don't receive an email** with your **login credentials** in a **prompt manner**, contact eroberts@stbenedict.com.
6. **Go back to the login page** and use these new credentials to log into your account. Sometimes it works better to copy and paste the temporary password from the email.
7. On the next page, you must **create a new password**. The password must be **8 digits long** and contain at least **one special character**, such as # % & * ,
8. There are some notices you must agree to in order to move forward. For more information on navigation, see below.

How to navigate My Own Church

1. Log in to **ParishSOFT Family Suite** at <https://chicago.parishsoftfamilysuite.com>
2. Click the **My Family Quick Link** - or -
3. Choose from the categories listed on the **Navigation Bar** on the left side of the page.
4. Once you click an option from the Navigation Bar, the page will update for that category and there will be a tab(s) at the top left. Select your tab of interest.
 - My Family → Family Detail
 - My Offering → Giving History
5. What you can do depends on the category/tab you selected:
 - **Family Detail**: allows you to edit family and member detail records.
 - **Giving History**: review your giving and download your electronic statement.
Note: the electronic statements must be generated by your church administrator before they are accessible. This is to help ensure you get a full statement at the end of the year. Only when the church administrator is done adding all of the offering records will they make electric statements available.
6. Follow the prompts (mostly at the bottom/center of the page) to edit, save, and close out of the current tab or category.
7. **My Own Church Tool Bar**: In the upper right of the My Own Church page, you will see some buttons.
 -  **The question mark button** will take you to an **online user guide**.
 -  **The phone button** will take you to a **support page** where you may choose from various support categories and options.