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## About My Own Church

The My Own Church application in **ConnectNow Family Suite** is your personal portal to your family's church records. This application enables you to quickly and easily view and make changes to your own church records. You can do this anytime and anywhere from any Web-enabled device as long as you have an Internet connection.

**My Own Church** uses **ParishSOFT's** technology to give you secure and personal access to the information in your family and member records. You can access your personal records using a smartphone, tablet, or computer. As a church member and registered user of the **ConnectNow Family Suite**, you can log in and perform any of the following tasks in **My Own Church**:

- Manage your own church records and keep your personal information accurate and up to date. For example, if you move or change phone numbers, you can quickly and easily log in to your account and update this information for yourself. No need to call your church, fill out and submit paper forms.
- Add a record for a new family member.
- View your personal giving history. Print your Year End Giving Statement.
- Upload a family photo and individual photos of family members.

Changes you make are processed electronically and without the delays typically experienced from the processing of paper forms. Note that any changes you make to your records must first be approved by an authorized church administrator so there may be a short delay in getting your records updated. This is a safety feature so there won't be any duplication of your records.

Are you ready to begin? Getting started with **My Own Church** is simple.

## How to Sign Up for a New Account

All users must have an account to access the "**ConnectNow**" website. Users who do not have an account must sign up for an account to receive login credentials (username and password).

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 secure 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.

In your web browser, enter the URL for **ConnectNow**: <https://connectnow.parishsoft.com/winona>

The "**ConnectNow Welcome**" screen is displayed:

Click the "**New User?**" link to display the New User Registration Form: Complete Steps 1 -3 on the form. Required fields are marked with a red asterisk: \*.

Click to submit your information to the system. The system will send a message to your church Administrator to approve registration (safety feature so there won't be any duplication of your records), then system will e-mail you a confirmation message that your registration was successful.

## How to Log Out of My Own Church

In the upper-right corner, select the **SIGN OUT** link: Close your browser. For added security, we recommend that you close your browser after you sign out.