Online Returns

Friday, 27 November 2015

How to add an additional sub account for a Parish or Church in the Parish Online returns system for Chelmsford Diocese

1. Login into the Parish Return Portal with the details that have been registered for your parish at:
   https://parishreturns.churchofengland.org

2. You will be presented with the Parish ‘Landing page’ where the Statistics and Finance returns can be entered. At the top of the page, click ‘Users Menu’ and ‘Manage Sub Accounts’.

3. Click Add New User on the Manage Users screen

Any problems, please call Chris Copus on 01245 294494 (office hours), whilst still logged in, for help.
4. Enter the details as prompted for Name, Username, Password, and Email address. PLEASE NOTE that an email address can only be used once as this is a unique identifier for the account.

5. If you want to give the sub account access to all the churches in the parish, for example to the Treasurer to enter the finance return, then select ‘Parish’ from the drop down list above, to give access to only one church, select ‘Church’.

6. To allow this sub user to enter a return on behalf the parish or a church in the parish, select ‘Read and Write’ from the second drop down list.

7. At the bottom of this screen, you will be presented with a list of all the churches within your parish and you can select the one(s) required for this account.

8. Click the ‘Submit’ button to complete the account, if the request is accepted, you will be returned to the previous screen and a blue banner message with conform the account creation

9. If the account request is not accepted, there will be a red banner message at the top of the screen to advise the change required. Correct the details and enter the passwords again (as it drops them) and click submit

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