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

Login

* Please note, new users must create a new account before trying to log in.

Username

Password

Log in

Forgot your password?
Forgot your username?
Create an account

Welcome to the Church of England's online parish return system.

The system is designed to improve the way in which the Church collects annual parish statistical and financial data. Parish representatives are now able to enter the 'Return for Parish Finance' and 'Statistics for Mission' forms for January to December 2015 via the internet. This can be done using either a computer within your parish office, at home or in a library using a unique login and password managed by your parish representative.

When entering the data, a certain amount of verification will be operating which will query any values which are clearly outside what might normally be expected. It will also check your adding up, which will help give you confidence that the figures submitted are reasonable. Furthermore the system will produce a report giving you instant feedback on how the church's data has changed over the last ten years. These reports will be available to treasurers and others to use in presentations at church meetings and hopefully will help bring to life what is currently a rather sterile exercise. If successful the system will be expanded to allow other data to be collected in time, but the emphasis at present is the capture of this key data.

Once submitted the data will be available to the diocese for validation and will be automatically included in the national statistics without the need for further data entry down the line.

If you wish, you can download a PDF version of the paper returns as well as the accompanying notes using the links below

- Finance Form
- Finance Form (xls format)
- Membership Form

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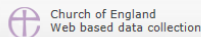
2. You will be presented with the Parish 'Landing page' where the Statistics and Finance returns can be entered. At

logged in as: Chris Copus	Church:	Parish: Berechurch St Margaret w St Michael	Diocese: Chelmsford

Home	Select Church	Users Menu	Logout

Edit Your Details

Manage Sub Accounts

Add Parishes

Please select a Church

Finance Totals:

	N	%
Data Entered	0	0%
Data Submitted	0	0%
Data Validated	0	0%
Total	1	

Membership Totals:

	N	%
Data Entered	0	0%
Data Submitted	0	0%
Data Validated	0	0%
Total	1	

Parish	Church	Finance Data				Statistics for Mission Data			
		% Complete	Submitted?	Verified?	Report	% Complete	Submitted?	Verified?	Report
Berechurch St Margaret w St Michael	Berechurch: St Margaret of Antioch	0%	✗	✗		0%	✗	✗	

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the top of the page, click 'Users Menu' and 'Manage Sub Accounts'.

3. Click Add New User on the Manage Users screen

Manage Users

➕ Add a new user

Show 25 ▼ entries   Search:

Name	▲	User Type	User Level	Permissions
No data available in table				

Showing 0 to 0 of 0 entries   First Previous Next Last

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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. <u>PLEASE NOTE</u> that an email address can only be used **once** as this is a unique identifier for the account.

Add User Account

* Required field
Name: *
Username: *
Password: *
Confirm Password: *
Email Address: *
Confirm email Address: *
Please select the level of the user *   Church ▾
Please select the permission of the user *   Read Only ▾

Please select the churches for which the new user should have permission: *
☐ Berechurch: St Margaret of Antioch

Submit or Cancel

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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' form 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

ⓘ **You have successfully added the user FLawrance**

Manage Users

➕ Add a new user

Show 25 ▾ entries   Search: [   ]

Name	User Type	User Level	Permissions	
fred	Parish	Read and Write	• Berechurch St Margaret w St Michael	✖

Showing 1 to 1 of 1 entries   First Previous 1 Next Last

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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

⛔ **This email address is already registered.**

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