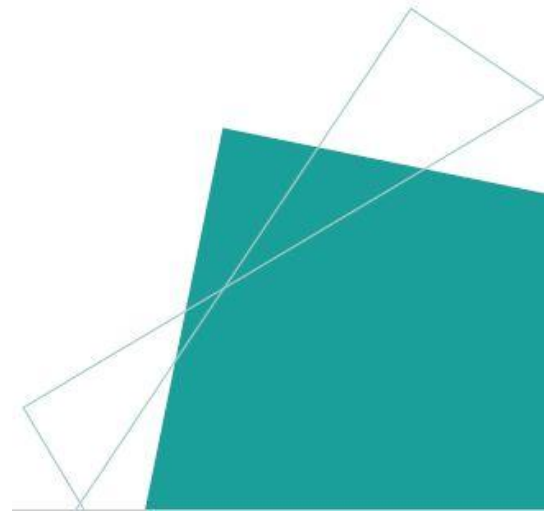




The Church of England
in Essex and East London
Diocese of Chelmsford

Guide for Outgoing Churchwarden (2025/26)

Pilot of the New Visitation Process – parish portal





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Guide for Outgoing Churchwarden (2025/26)

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Step 1: Login and access

1.1 Go to the parish portal [<https://dmsportal.chelmsford-diocese.org/welcome>]

The screenshot shows the DMS Portal website for the Diocese of Chelmsford. At the top, there is a logo for 'The Church of England in Essex and East London Diocese of Chelmsford' and the text 'DMS Portal Diocese of Chelmsford'. The main content is divided into several sections:

- Welcome to the DMS Portal**: A purple header with the text 'Your new online system for diocesan administration'. Below it, a white box explains that the portal is the new home for managing annual churchwarden declarations, visitation services, and articles of enquiry. It also notes that if this is the user's first time visiting, they will need to set up a password using a link on the right.
- Getting Started**: A yellow box with a lightbulb icon. It states that the user's account is already set up using their email address and they just need to create a password. It includes a button labeled 'Set Up My Password'.
- What you can do on this portal**: A white box listing four main functions:
 - Form C — Churchwarden Declaration**: Ministers and PCC Chairs can declare churchwardens as duly elected, replaced, or vacant for each parish.
 - Churchwarden Confirmation**: Churchwardens can confirm their appointment, update their details, and agree to safeguarding training.
 - Visitation Services**: Book onto an Archdeacon's Visitation service to be formally admitted to office as Churchwarden.
 - Form D — Articles of Enquiry**: Complete the annual Articles of Enquiry for each church in your parish, covering building, registers, mission, and safeguarding.
- Already have a password?**: A dark blue header with the text 'Sign in to access your dashboard'. Below it, a white box explains that if the user has already set up their password, they can go straight to the login page to sign in. It includes a button labeled 'Go to Login'.
- Need help?**: A white box at the bottom right. It states that if the user is having trouble logging in or believes their email address is not registered, they should contact the diocesan office for assistance. It also mentions that a user guide is available after login from the dashboard.



Guide for Outgoing Churchwarden (2025/26)

Pilot of the New Visitation Process – parish portal

Step 1: Login and access

1.2 Log in to the system – **FIRST TIME**

1.2.1 Use the ‘**Set Up My Password**’ option.

Click the “Set Up My Password” button

Type in you email address & click “Send Password Setup Link”

You will receive an email, click the “Reset Password” button to set up new password

Check Your Email
A password setup link has been sent

✓ We have sent a password setup link to **testing@email.com**

What happens next?

- 1 Check your inbox (and spam/junk folder) for an email from the DMS Portal.
- 2 Click the “**Reset Password**” link in the email. This will take you to a page where you can choose your new password.
- 3 Once your password is set, you can **log in** and access your dashboard to complete any outstanding tasks.

Not received the email?
If you have not received the email within **2 hours**, please check your spam/junk folder. If it is still not there, please contact the diocesan office for assistance: database@chelmsford.anglican.org

DMSPortalDev

Hello!
You are receiving this email because we received a password setup link for your account.

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

Regards,
DMSPortalDev

If you're having trouble clicking the “Reset Password” button, copy it into your web browser: <https://dmsportal.chelmsford-dev.org/reset-password/0b16846275b57d4ffa050d7415e001d4183242f140b2e5>

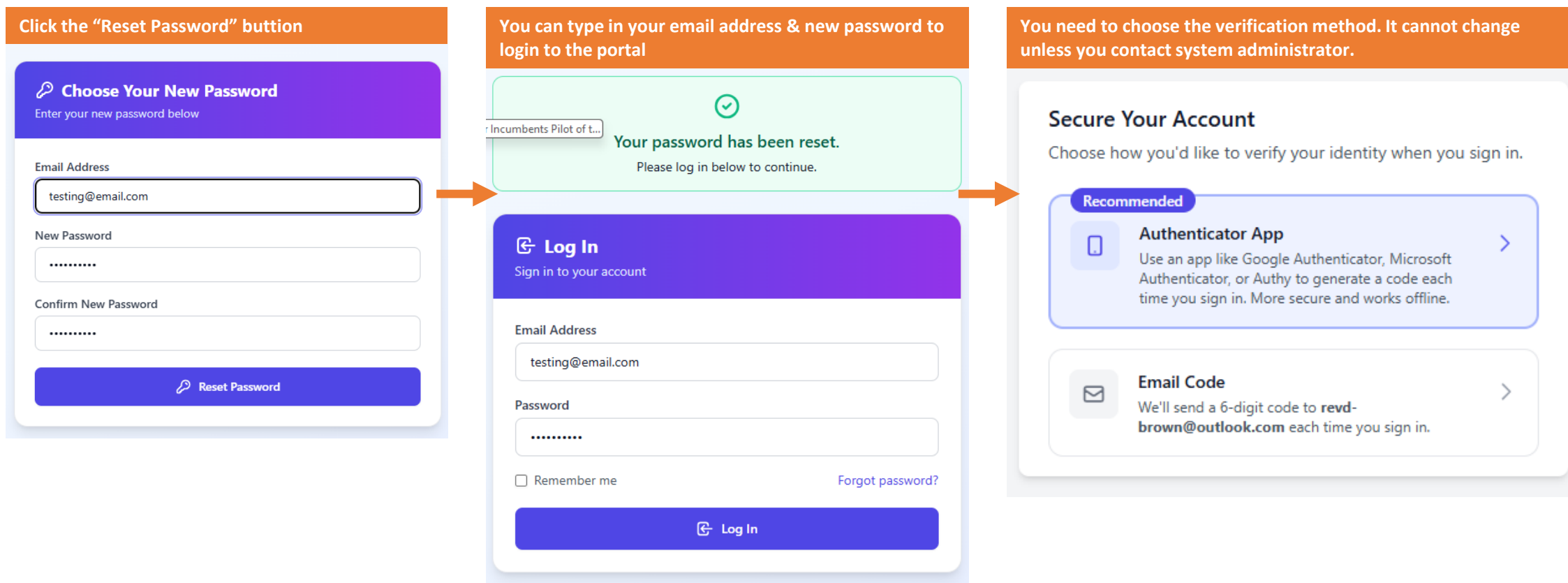


Guide for Outgoing Churchwarden (2025/26)

Pilot of the New Visitation Process – parish portal

Step 1: Login and access

1.2 Log in to the system – **FIRST TIME**





Guide for Outgoing Churchwarden (2025/26)

Pilot of the New Visitation Process – parish portal

Step 1: Login and access

1.2 Log in to the system – **ALREADY HAS PASSWORD**

1.2.2 select 'Go to Login' option

Click the "Go to Login" button

Enter the email address & password, click "Log in" button

You need to choose the verification method. It cannot change unless you contact system administrator.

Click the "Go to Login" button

The screenshot shows the DMS Portal home page for the Diocese of Chelmsford. The 'Getting Started' section contains a 'Set Up My Password' button. The 'Already have a password?' section contains a 'Go to Login' button, which is circled in orange. The 'What you can do on this portal' section lists various tasks like Form C, Churchwarden Confirmation, Visitation Services, and Form D.

Enter the email address & password, click "Log in" button

The screenshot shows the login form with the following fields: Email Address (testing@email.com), Password (masked with dots), and a 'Remember me' checkbox. A 'Forgot password?' link is also present. The 'Log In' button is highlighted in orange.

You need to choose the verification method. It cannot change unless you contact system administrator.

The screenshot shows the 'Secure Your Account' page with the heading 'Choose how you'd like to verify your identity when you sign in.' There are two options: 'Authenticator App' (Recommended) and 'Email Code'. The 'Authenticator App' option is highlighted in blue and includes the text: 'Use an app like Google Authenticator, Microsoft Authenticator, or Authy to generate a code each time you sign in. More secure and works offline.'



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Step 1: Login and access – verification

1.3 Verify you identify by **Authenticator App**

If you choose the “Recommended” method

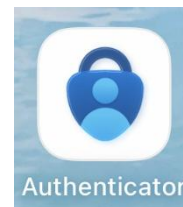
Secure Your Account
Choose how you'd like to verify your identity when you sign in.

Recommended

Authenticator App
Use an app like Google Authenticator, Microsoft Authenticator, or Authy to generate a code each time you sign in. More secure and works offline.

Email Code
We'll send a 6-digit code to **revd-brown@outlook.com** each time you sign in.

Use the Microsoft Authenticator App in your mobile phone.
You can download from App Store if you don't have it



Scan the QR code by the App. Enter the 6-digit code.

Set Up Authenticator App

Scan the QR code below with your authenticator app, then enter the 6-digit code to complete setup.



Can't scan? Enter this key manually:

BRIFGPHKYEQT4QCJ

Enter the 6-digit code from your app

000000

Verify & Sign In

[Choose a different method](#)



Guide for Outgoing Churchwarden (2025/26)

Pilot of the New Visitation Process – parish portal

Step 1: Login and access – verification

1.3 Verify you identify by **Email Code**

If you choose verify by “Email Code”

Secure Your Account
Choose how you'd like to verify your identity when you sign in.

Recommended

Authenticator App
Use an app like Google Authenticator, Microsoft Authenticator, or Authy to generate a code each time you sign in. More secure and works offline.

Email Code
We'll send a 6-digit code to **revd-brown@outlook.com** each time you sign in.

You will receive a code after click the “Email Code” option

DMSPortalDev

Hello,

Your two-factor authentication code is:

750387

This code will expire in 10 minutes.

If you did not attempt to log in, please secure your account immediately.

Regards,
DMSPortalDev

Enter the code to verify

We've sent a 6-digit verification code to **testing@email.com**
Please enter it below.

Email Code

000000

Verify

[Cancel and return to login](#)

[Didn't receive the code? Resend](#)



Guide for Outgoing Churchwarden (2025/26) Pilot of the New Visitation Process – parish portal

Step 2: Complete the Articles of Enquiry (Form D)

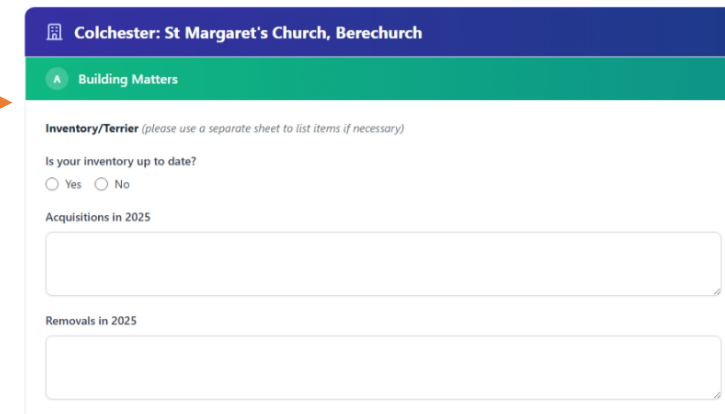
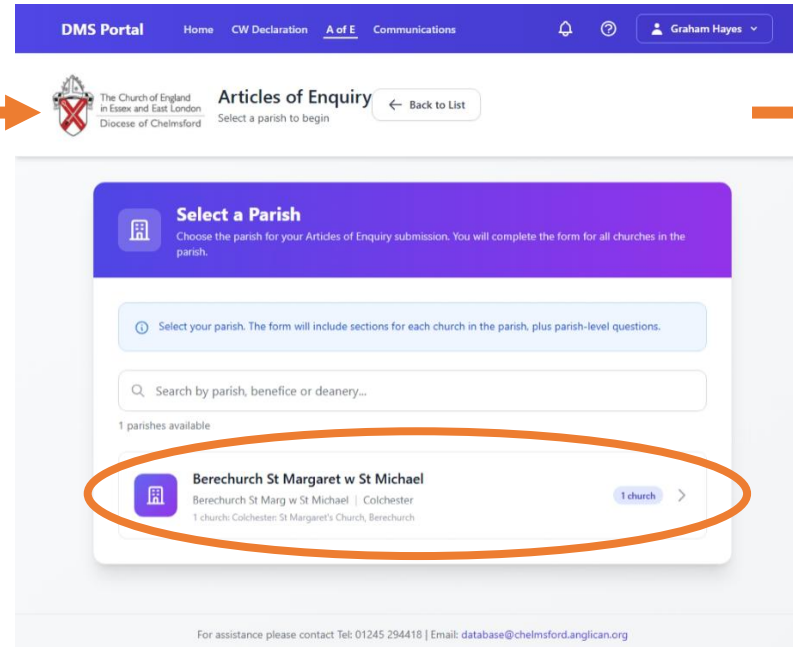
If you held the office of Churchwarden in 2025/26, please complete this form.

These questions enable you to fulfil your statutory duty to make Presentments regarding the life and property of your parish. You can complete the form online and return to it if needed before submitting.

1. Please click 'Create New Article'

2. Select a Parish

3. Complete and submit the required sections





Guide for Outgoing Churchwarden (2025/26) Pilot of the New Visitation Process – parish portal

Step 3: Book an Archdeacon's Visitation Service

After confirming your appointment, you will be taken to the Visitation booking page.

1. Please scroll down and select all the dates you need to attend by clicking '**Book This Date**'.
2. Confirm your booking by clicking '**OK**' on the pop up window.

DMS Portal Home Directory Communications Nora Testdmsportal

Home > Churchwarden Confirmation > Visitation Services

Archdeacon's Visitation Services

Select a Visitation Service to attend for 2026

Your churchwarden appointment has been confirmed. Please select a Visitation Service to attend.

Your Appointment Details

Parish: Peldon: St Mary the Virgin
Declared by: Revd Joanna Joy Parrott — revjoparrott@gmail.com
Replacing: Mr. Graham Hayes

Other Churchwardens' Bookings

Mr. Graham Hayes
Peldon: St Mary the Virgin
Monday 22 June 2026 at 19:00 — St Luke, Tiptree

About Visitation Services

You should attend the Visitation Service for your deanery to be admitted to office by the Archdeacon. If you cannot attend your deanery's service, you may attend any other service within your archdeaconry or elsewhere in the diocese.

Your Deanery (Recommended)

Witham Deanery Your Deanery
Archdeaconry of Colchester
Monday 22 June 2026 19:00
St Luke, Church Road, Tiptree CO5 0SU

1. **Book This Date**

dmsportal.chelmsford-dev.org says

You are about to book the Visitation Service for Chelmsford Deanery on Tuesday 23 June 2026 at 19:00 at Church of the Holy Spirit.

Are you sure you want to book this date?

2. **OK** Cancel

Book This Date



Guide for Outgoing Churchwarden (2025/26)

Pilot of the New Visitation Process – parish portal

Step 3: Book an Archdeacon's Visitation Service

Visitation Booking Confirmed

The screenshot shows the 'DMS Portal' interface. At the top, there is a navigation bar with 'Home' and 'Communications' links, a notification bell, and a user profile for 'Nora Testdmsportal'. Below this is a breadcrumb trail: 'Home > Churchwarden Confirmation > Visitation Services > Booking Confirmed'. The main heading is 'Visitation Booking Confirmed'. A large green box with a checkmark icon contains the text: 'You're all booked! Your Visitation Service booking has been confirmed.' Below this is a section titled 'Your Visitation Service' with a calendar icon. It lists the following details: Service: Archdeacon's Visitation - Witham Deanery; Date: Monday 22 June 2026; Time: 19:00; Venue: St Luke Church Road, Tiptree CO5 0SU; Parish: Peldon: St Mary the Virgin. A yellow box titled 'What happens next?' contains three numbered steps: 1. Attend the service on Monday 22 June 2026. 2. Minister notified of booking. 3. Log out of the portal. At the bottom are three buttons: 'Change Booking', 'Back to Dashboard', and 'Log Out'. A footer at the very bottom provides contact information: 'For assistance please contact Tel: 01245 294418 | Email: database@chelmsford.anglican.org'.



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Step 3: Book an Archdeacon's Visitation Service

Visitation Booking Confirmed. You can click button “**Change Booking**”, “**Back to Dashboard**”, or “**Log Out**”

DMS Portal Home Communications Nora Testdmsportal

Home > Churchwarden Confirmation > Visitation Services > Booking Confirmed

Visitation Booking Confirmed

You're all booked!
Your Visitation Service booking has been confirmed.

Your Visitation Service

Service	Archdeacon's Visitation - Witham Deanery
Date	Monday 22 June 2026
Time	19:00
Venue	St Luke Church Road Tiptree CO5 0SU
Parish	Peldon: St Mary the Virgin

What happens next?

- 1 Please attend the Visitation Service on **Monday 22 June 2026**. You will be formally admitted to office by the Archdeacon.
- 2 Your minister has been notified of your booking and will receive confirmation once the visitation is complete.
- 3 You may now log out of the portal. You can log back in at any time to change your booking or view your status.

[Change Booking](#) [Back to Dashboard](#) [Log Out](#)

For assistance please contact Tel: 01245 294418 | Email: database@chelmsford.anglican.org

You can manage or change your booking via the 'Visitation' menu at the top of the page.

DMS Portal Home **Visitation** Communications

Home > Churchwarden Confirmation > Visitation Services

Archdeacon's Visitation Services

Select a Visitation Service to attend for 2026

You are booked for a Visitation Service
Archdeacon's Visitation - Chelmsford Deanery
Tuesday 23 June 2026 at 19:00
Church of the Holy Spirit, Chelmsford CM1 2TS
You can change your booking by selecting a different date below.

Your Appointment Details
Parish: East Springfield Church of our Saviour
Declared by: Revd Andrew Paul Greaves-Brown — revd-brown@outlook.com
Replacing: Mr James Cottis

About Visitation Services
You should attend the Visitation Service for your deanery to be admitted to office by the Archdeacon. If you cannot deanery's service, you may attend any other service within your archdeaconry or elsewhere in the diocese.



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Support & Contact

If you experience any issues accessing the portal or completing the process, please feel free to contact the Diocesan Office for support.

- Email database@chelmsford.anglican.org
- Tel 01245 982624, 01245 294418

Thank you again for your support in piloting this new process and helping us improve how we manage churchwarden declarations and visitations.