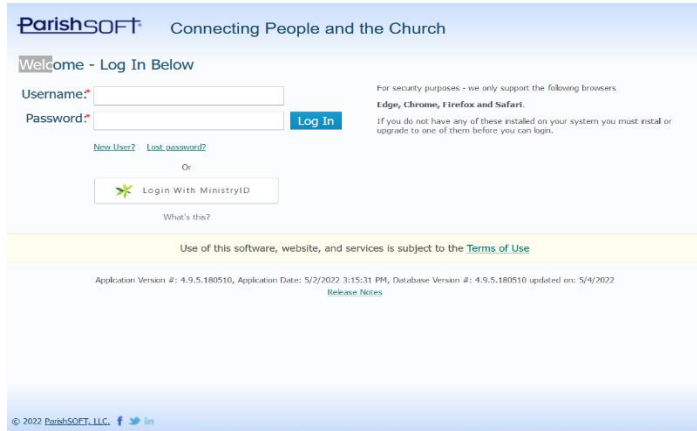


OUR ON-LINE REGISTRATION FOR 2023/2024 IS NOW OPEN!

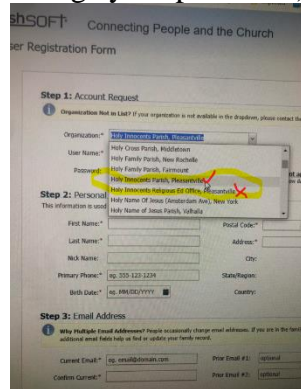
Here are the instructions 😊

If you have already created an account with ParishSoft, all you need to do is sign in and register.  
If you have **not** created an account, follow the instructions below.

1. Go to [newyork.parishsoftfamilysuite.com](http://newyork.parishsoftfamilysuite.com)
2. You should arrive at the page below.  
If an account already exists log in; otherwise hit New User and set up an account and a temporary password will be sent to your email.



3. Once you log in with the temporary password It will take you to this page. (you will be able to change your password). Follow the prompts.



4. **IMPORTANT: On Organization ENSURE that you hit The Holy Innocents Parish tab NOT The Holy Innocents Religious Ed Office Tab.**
5. Once you have user ID and password and log in you will see this screen

ParishSOFT<sup>®</sup> My Own Church Holy Innocents Parish, Pleasantville  
Rosesann\_Graj (Roseann Graj)

Home My Family Religious Education My Offering

Home Giving History

### Home

Quick Links Suspense Activity

[My Family](#) My data changes that were not approved: (0). [View Activity](#)


[Family Suite](#)

6. Go to My Family and click Family Detail as highlighted below to ensure that a member is designated as HEAD

Home **My Family** Religious Education My Offering

**Family Detail**


### My Family



[Add](#) [Delete](#)

MemberDUID 1146183

Special Needs



[Life Events](#)

Gender:

Title:

First Name:

Nick Name:

Middle Name:

Last Name:

Suffix:

Maiden Name:

Role:

Birth Date:

Birth Place:

Age:

Religion:

Language:

Ethnicity:

Marital Status:

Envelope #: 0

7. Click on Religious Ed Tab and then click On-Line Registration as highlighted below

Home My Family **Religious Education** My Offering

**Online Registration**

### My Education

8. Once you are in that tab, select your enrollment term 2022-2023 and follow the prompts, SUBMIT Registration

Special Learning Needs: None provided.

Health or Medical Needs: None provided.

Submit Registration

9. After registration is complete it, it will take you to this page

We do our best to accommodate requests, but unfortunately we cannot guarantee placement.

Pay Now

Back to Home

Which leads you directly to our One-Time Payment site



The screenshot shows a payment page with a blue header bar containing the text "Pay Now" and "Back to Home". Below the header, there is a section titled "Which leads you directly to our One-Time Payment site". The page features a large image of a sunset over water, a list of links, and a prominent orange button labeled "Pay Now".