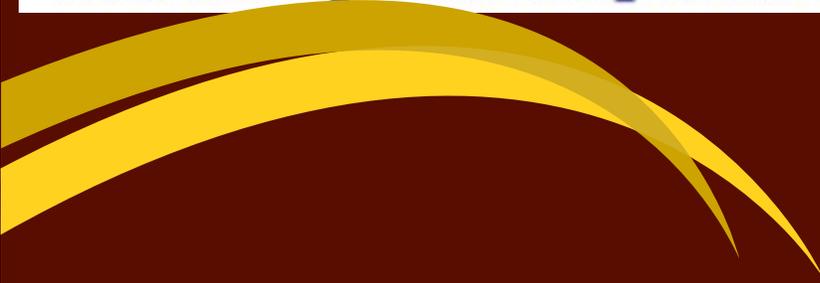


# DEPOSIT AND LOAN SYSTEM (DLS) ONLINE



**Deposit & Loan System<sup>®</sup>**  
**The Computer Department, Inc**

This starter sheet is being provided to give you information on how to access the DLS Online module being used by your diocese. This module allows you to connect to the data that they have in the DLS software at the diocese that they are using to manage your deposit and loan accounts. This access allows you to view your accounts online 24/7 via the internet, print transaction reports, print statements and export this data to a spreadsheet.

Please follow the information on the back side to log in and get up and running online. You should find the web site simple and easy to navigate but if you feel that it is missing a function that you would like or need, please use the email below to request the feature or function for the next version.

RR@ComputerDepartmentInc.com



Online Web Address

www.DLSOnline.us/NOLA

Location Address

[Empty text box for location address]

General User's User ID

[Empty text box for user ID]

Your Password

[Empty text box for password]

Your Contact Person

Kevin Merrell  
KMerrell@Arch-no.org  
504-861-6236

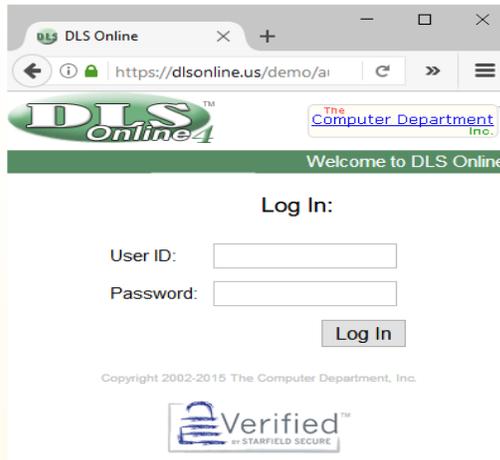
## KEEP YOUR LOGIN

## INFORMATION PRIVATE!

This information identifies you as the person accessing the data and if your ID allows you to request transactions, your ID will be linked to those requests.

*Shred this paper before recycling or throwing in trash for security reasons.*

## STEPS FOR USING DLS ONLINE



Go to your DLS Online website for your diocese. Before entering any information, make sure you see the lock and letters HTTPS in the address line! If you do not see these things, your connection is not secured and you should contact your diocese immediately as something is wrong with the security between you and the server. Using the user ID and the Password provided to you, enter that Log In to DLS Online.

**St. John's Parish**  
123 Any Street  
  
My Town US, 12345-6789  
Phone:  
Fax:  
Email:  
Location #: 1001

Open Accounts	
Deposit Account:	<a href="#">2001 OPERATING</a>
Loan:	<a href="#">2134 New Building Loan</a>
Investment Fund:	<a href="#">BFI Building Fund</a>
Closed Accounts	
No closed accounts could be found for your location.	
Reports	
<a href="#">Location-wide Statements</a>	

Once you are logged into the system, if your user ID is connected to more than one location, you will see a drop down field where you can select which location you would like to work in. Once you select a location or if your user ID is only assigned to work in one location, you will see the parish location information on the left and a list of all open and closed accounts. Click on any open or closed account to see the information for that account on the screen. Reports can be found in the Location-Wide Reports area or in each account. The default date range to view is the past 30 days. If you want to view more, enter the date range that you wish to view by keying the data in (mm/dd/yy) or using the calendar button and selecting the date.

## DLS ONLINE TRANSACTIONS

Your version of DLS Online does NOT provide for any transaction entry

You will not be able to change any data seen when you log into DLS Online. If you need to change anything or see anything incorrect, please email or call the contact person on the left. This includes any of the following needs:

- ◆ Changing your user ID or Password
- ◆ Changing which locations you can access online
- ◆ Changing the names or numbers of any accounts

As always, if you find any issues with transactions or balances found on DLS Online, immediately let your contact person know so that can correct the situation in a timely manner. It is much easier to fix mistakes shortly after they happen than months later when periods have been closed.

Contact your diocese for any help with DLS Online!