



ParishSOFT is the new program we are using for registration and recordkeeping at Holy Spirit. Parishioners can now enter, access and update information (such as home address, email, phone numbers, birthdates), as well as review donations given to the Parish all through this online system. The only requirements are a valid email address and access to a computer. This is a secure site; information will not be shared.

To access your records and to review your information, an account must be created. The following step-by-step guide guides you through this process.

Step 1: Open your internet browser (IE 9.0+, Edge, Chrome, Firefox or Safari)

Step 2: In the search bar at the top of the page type: <https://helena.parishsoftfamilysuite.com> and the ParishSOFT page shown below will appear.

Step 3: Click on New User

Step 4: This page will appear next. Please fill out all boxes with a * beside it.

After submitting your form, the following response will be sent to your email:

User Registration Submission Complete!

Current Status: Pending Review & Approval

Due to security and identity concerns, your registration information must be reviewed and approved by staff before you are allowed access to the system. The time it takes to approve new user registrations varies, but the turnaround time is typically 1 to 3 days. Thank you for your patience.

We will send status updates to you at the email address below. Following account approval, you will receive your account information and a randomly generated password.

holyspiritbutte@q.com

Please monitor your spam folder.

Once your access has been approved by the parish office, you will be sent the following email.

Holy Spirit Parish - ParishSOFT User Registration Successful!

Thank you for registering.

Username: [REDACTED]

Temporary Password: [REDACTED]



The username you selected and a random password will be shown here. Type <https://helena.parishsoftfamilysuite.com> using your new username and temporary password. You will be prompted to change your password.

Please use your 'Username' and 'Temporary Password' the next time you log into the Holy Spirit Parish portal.

You will be prompted to change the temporary password and enter your own for future access.

Once you are in the program, please add family members living at your household. and any additional information needed. Note your account **might** have family information in it if you completed a census form at church. Office staff have placed information that was given to us in your account. Please change anything that is incorrect.

You can indicate also if you want your name to appear on the directory.

Remember you can view your donations. If there are any discrepancies, let us know.

Thank you for taking the time to register and ensure our parish records are up-to-date.

If you have any difficulty with this process or prefer to write in your information on a form for office staff to enter in the system, please do not hesitate to call us at 494-5078 Monday thru Thursday, 9-1.

Thank you and God bless!