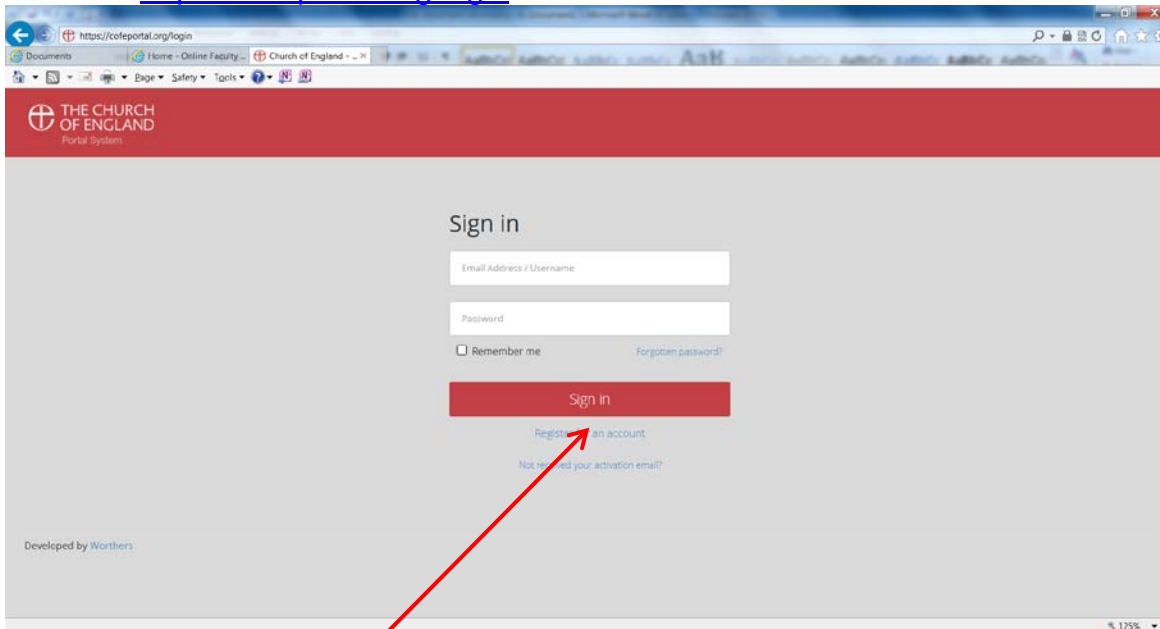
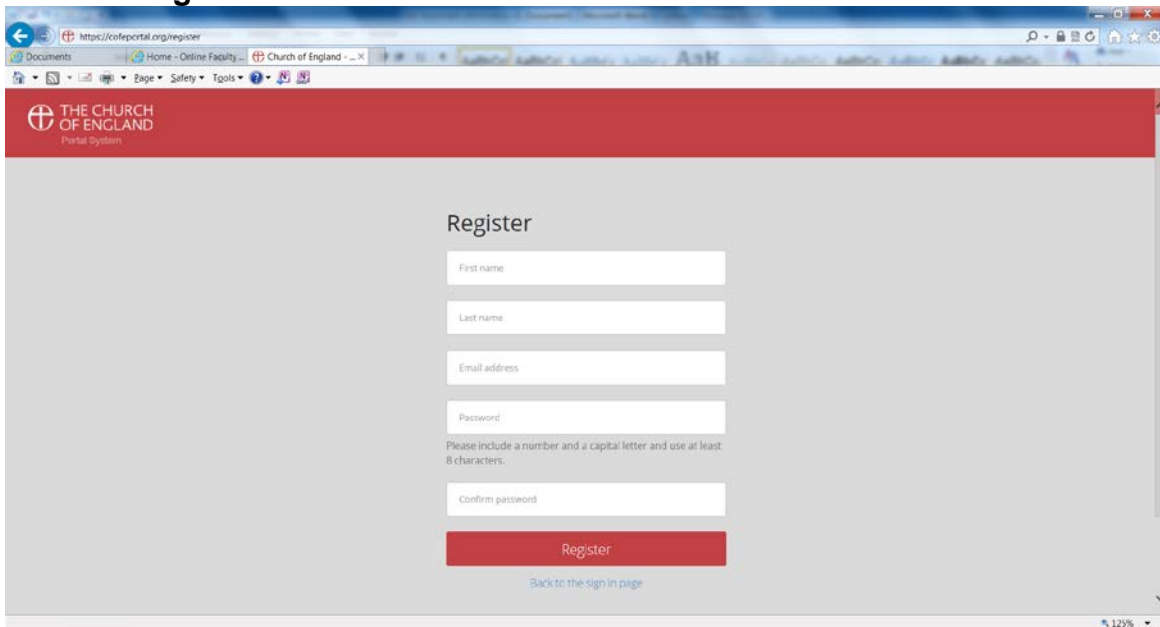


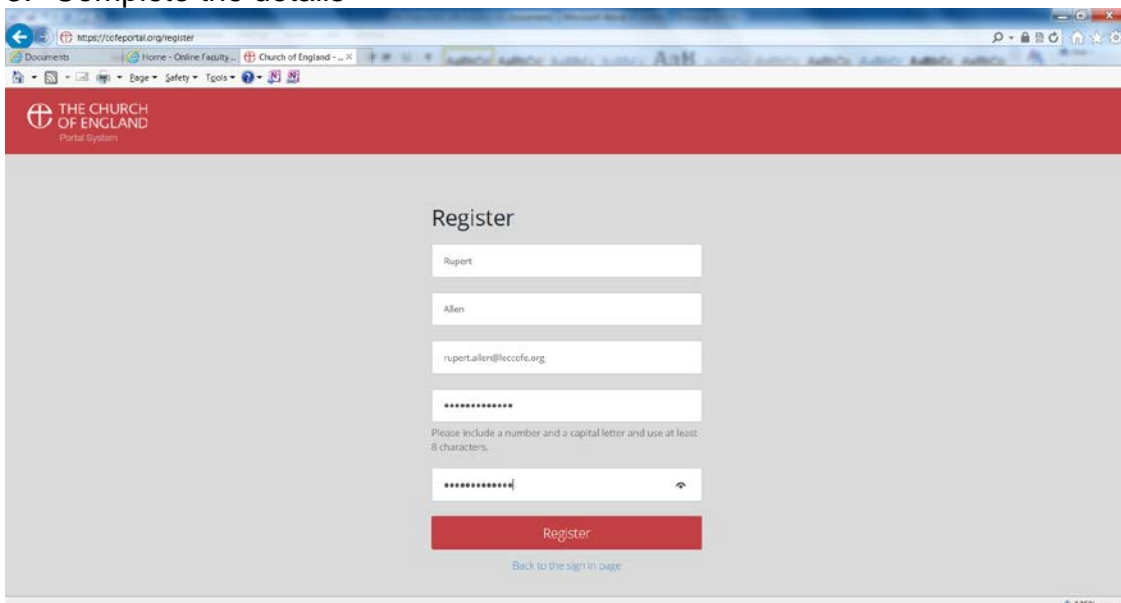
1. Go to <https://cofeportal.org/login>



2. Click **Register for an account**

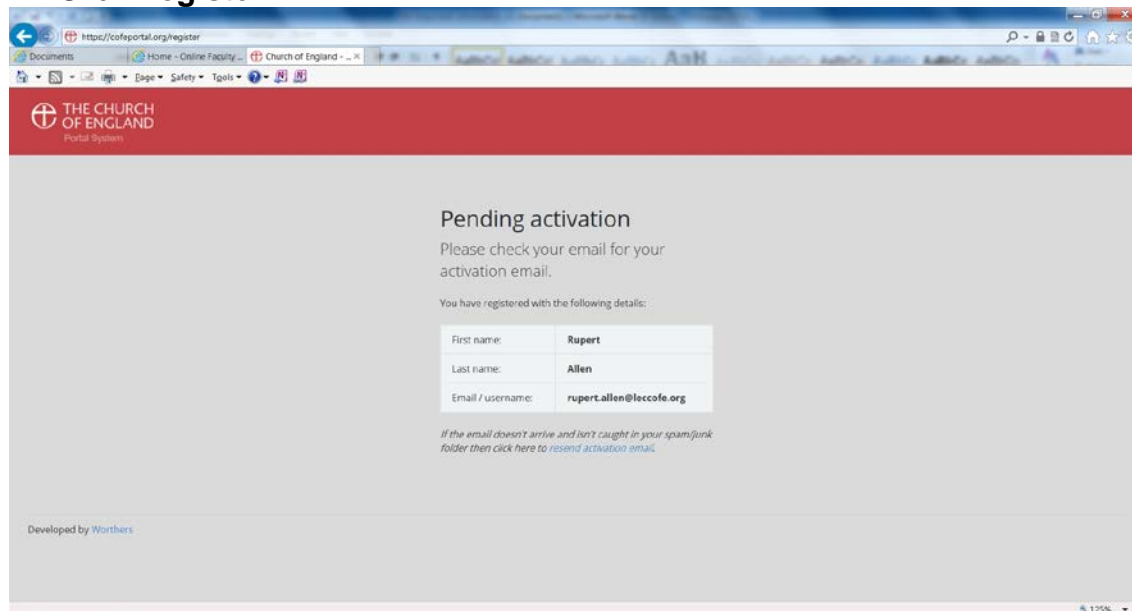


3. Complete the details

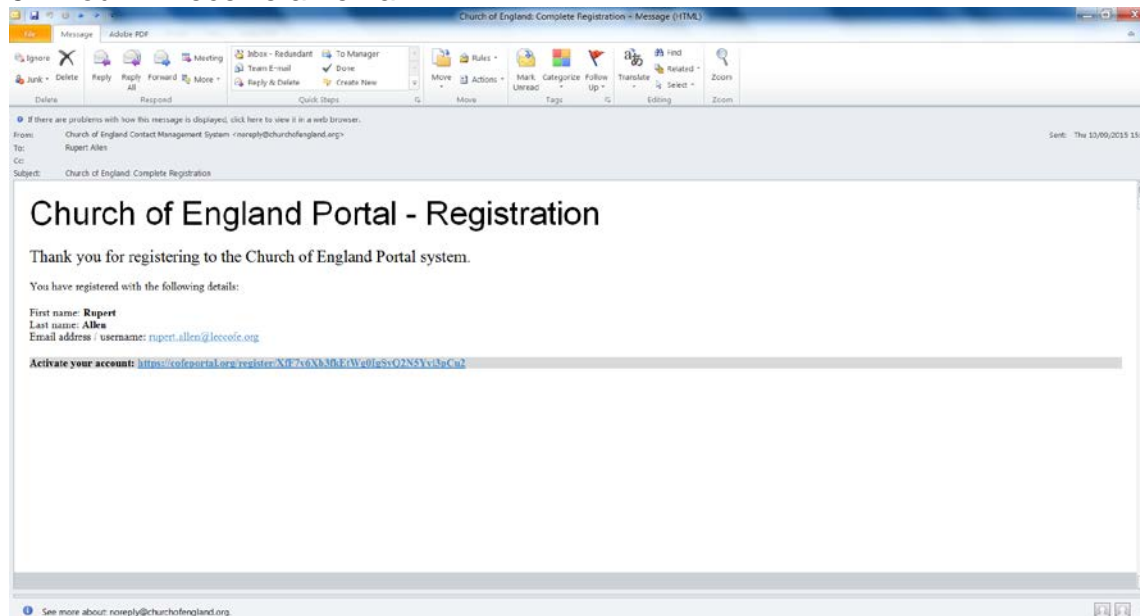


N.B. The password must include a number, a capital letter and be 8 characters long

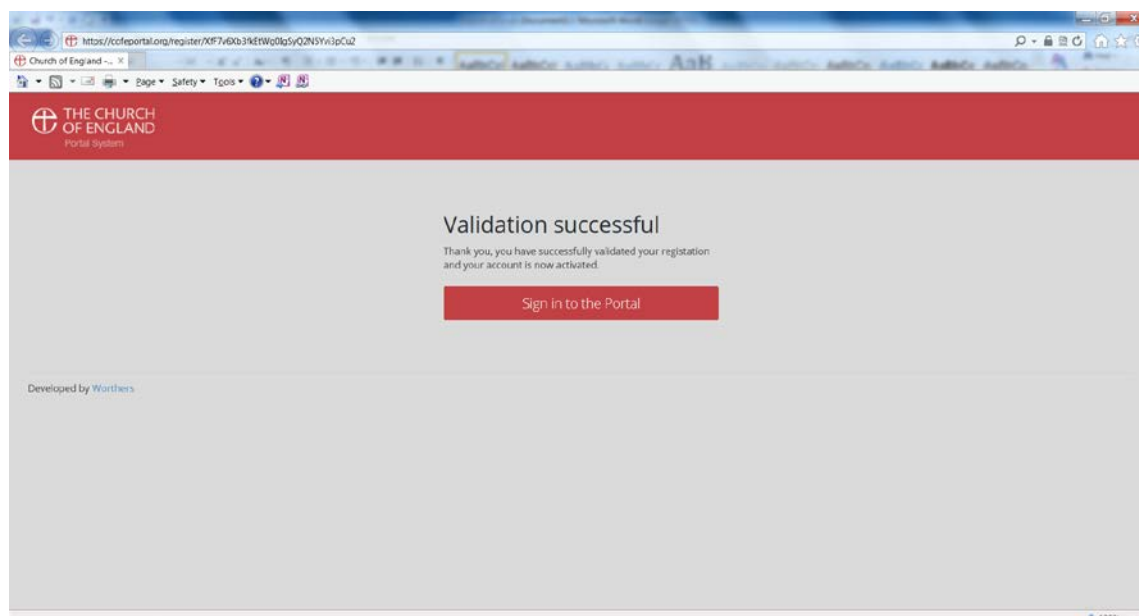
4. Click Register



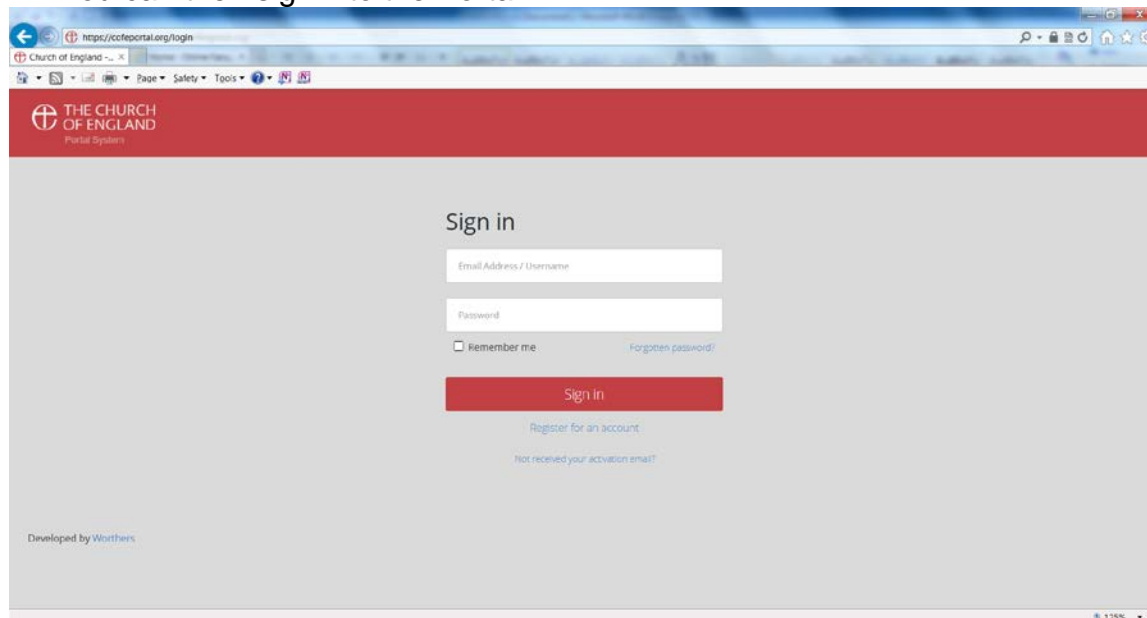
5. You will receive an email



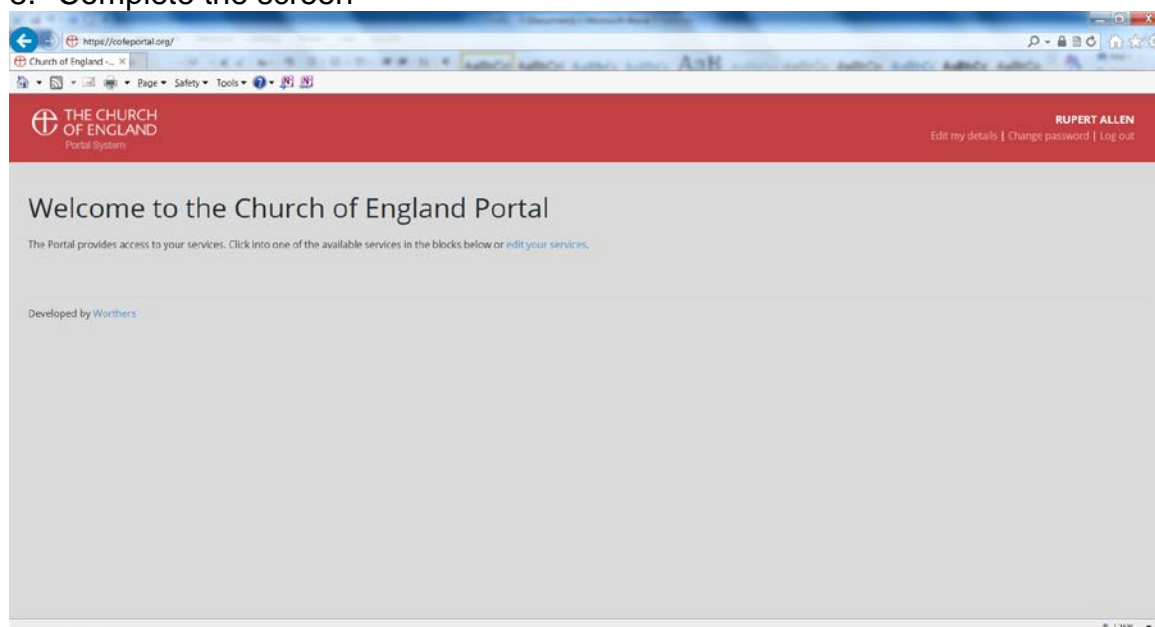
6. Click on the link



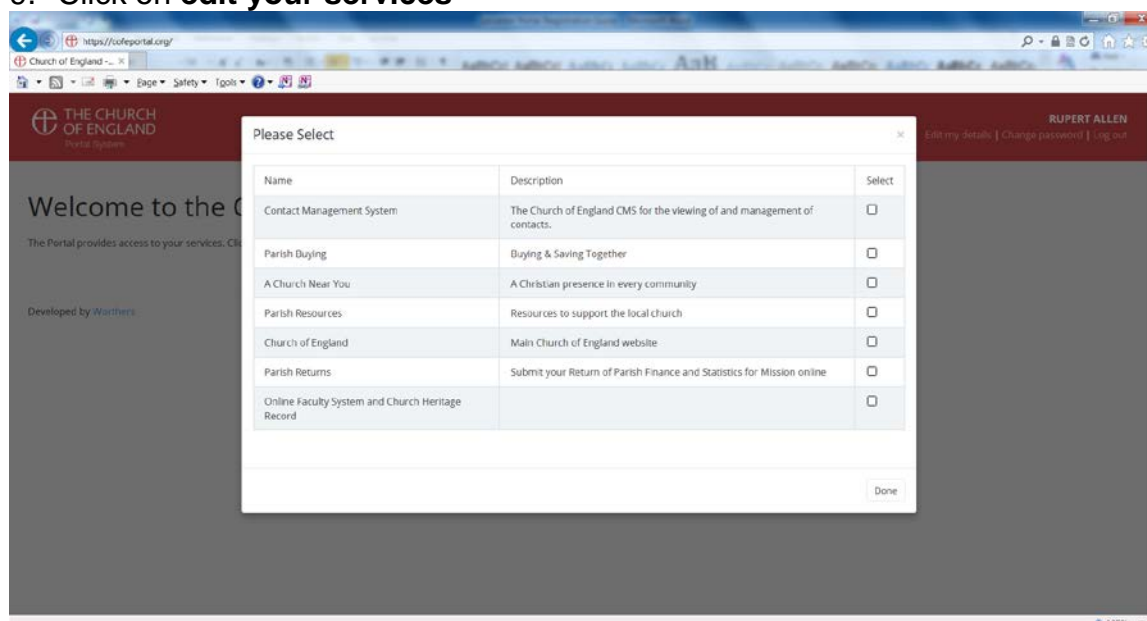
7. You can then sign into the Portal



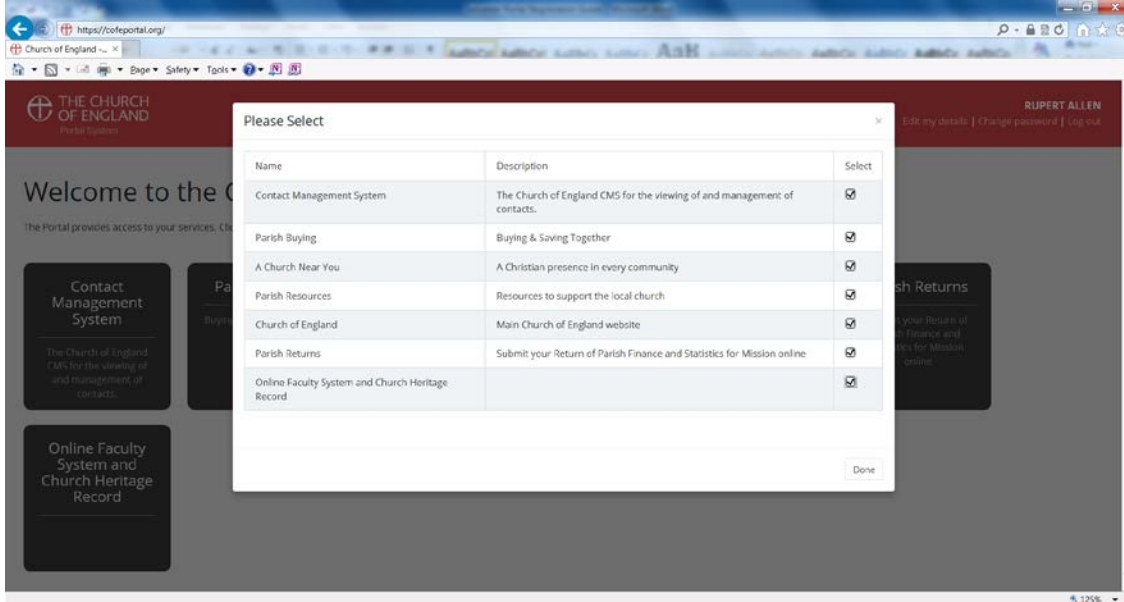
8. Complete the screen



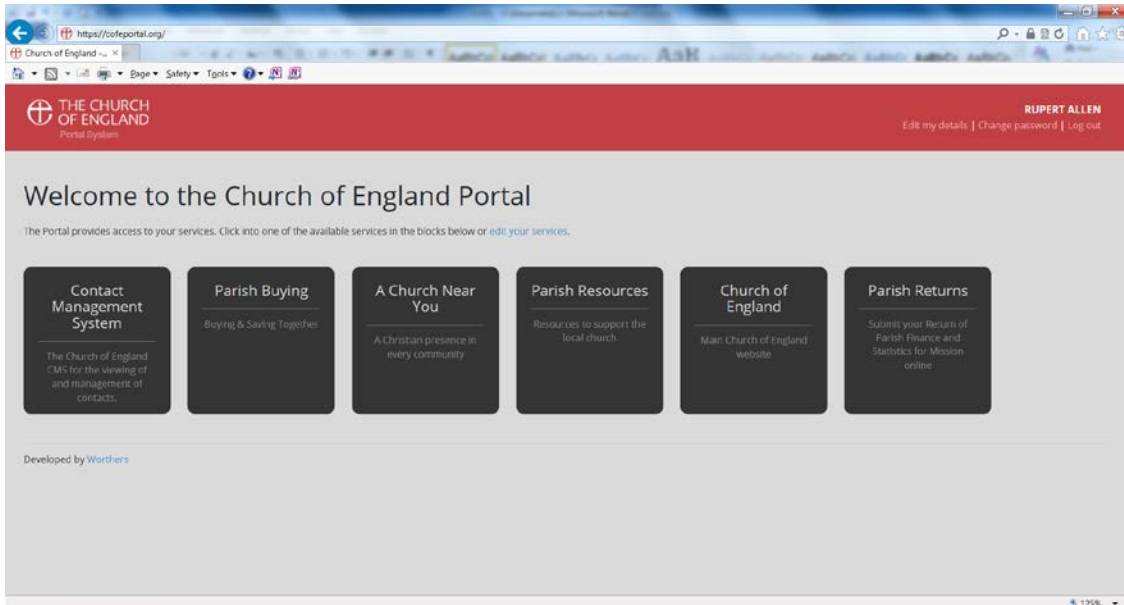
9. Click on **edit your services**



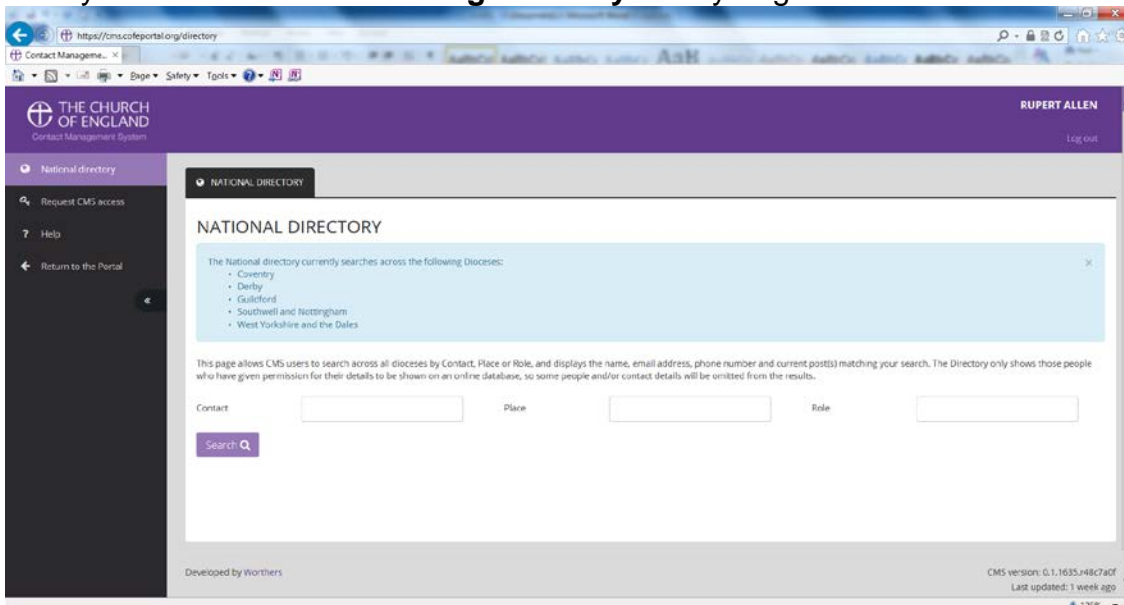
10. Put a tick against the items that you want to appear on the portal screen



11. Click on Done



12. If you click on Contact Management System you go to



13. Click on **Request CMS Access** and follow the instructions

i.e.

Select Diocese = Leicester

Ignore Parish

Complete Postcode e.g. LE1 5PZ

14. You will receive an email asking you to confirm your email address

15. Await email to say that your request has been approved

16. Log-in again (Remember me **DOES** work)

17. Click on the CMS square and you should now have access to the Database