

Welcome to the Church of England's online parish return system

Go to: www.parishreturns.churchofengland.org

Your parish may have already been allocated a Parish Return Administrator
Please contact the Finance Department at rpf@lichfield.anglican.org should you need our help
creating an account or logging into the website. Please use this document for guidance.

When setting up a Parish Return Administrator account.

You will need to 'Create an account'.

Select Users Menu

Select Manage SUB Accounts

Select + Add a New User

This then takes you to a screen where you need to enter details of the additional user including a new username, password that is memorable to them and their email address.

User Level: Please indicate whether this is Church or Parish level.

Permissions: What permission level do you wish to assign?

- Read only level users can only view data.
- Write level users can enter and view data.
- Administrator level users can grant permissions to other users within their Church.

Once you have completed all the fields select 'Register' and the new login will become active. The User will be able to go ahead at this stage and access the system, they will need to re-enter their (new) username and password (make sure they remember what it is!) and this will take them into the system. This password can then be amended if they so wish.

Please note that the system does not allow more than one user to use the same email address for security reasons.

Additional System Users

When accessing the system for the first time you will first need the username and password provided by either your Parish Return Administrator or Diocesan Office. Click the 'Login to enter or view your data' button (see [Fig. 1](#)) and enter the username and password issued to you.

Once you have entered the system for the first time, it is advisable to change your password to one that is known only by you. (See [Editing your details](#), below.)

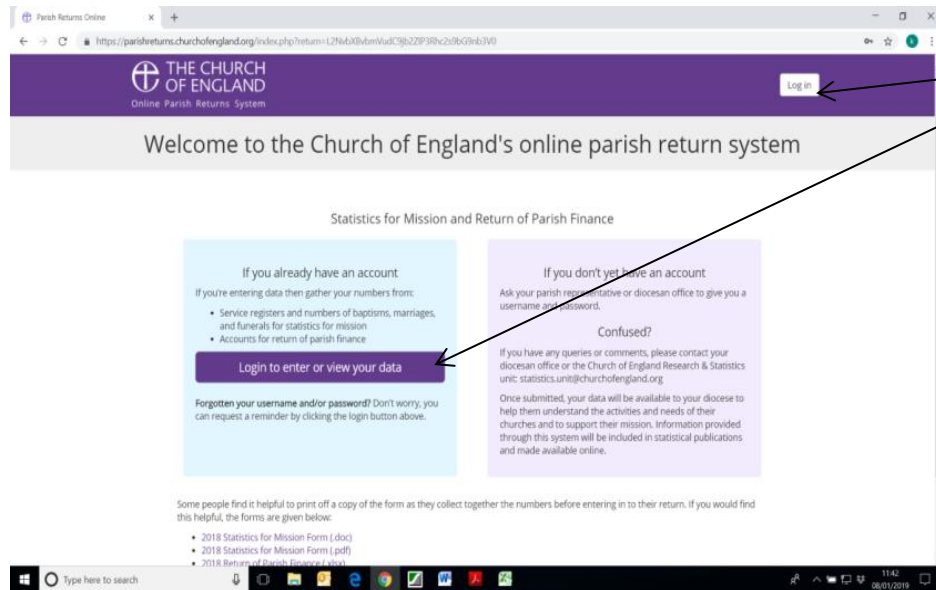


Fig. 1 – gaining access to the online system

Editing your details

Edit you details: The system provides you with the ability to modify your account details (e.g. if you wish to change your password or your email account). You can do this from the <Users Menu> tab by clicking on the 'Edit Your Details' option. Following this update the relevant onscreen fields, before clicking the 'Submit' button.

Email settings: The system provides you with the ability to specify which return/s you are responsible for. You can do this from the <Users Menu> tab by clicking on the 'Email Settings' option. Simply deselect (untick) the return you are not responsible for, to prevent reminder emails being sent to you relating to that return, before clicking the 'Save' button.

Please note that you must have at least one return ticked for each church/parish.

Entering information onto the online forms

Once in the system, click on the 'Enter Your Data' link or button to start the process of entering your figures.

When entering forms please ensure you complete every box – nil returns should be indicated by entering '0'. This is really important as the system records the extent to which the form has been completed and blanks will show as incomplete forms. When you have entered a page click 'Next' to move on. (You are also able to navigate by way of the side bar short cut navigation tabs, however do note that if you have made a change you will need to click 'Next' to save your data.) If there are blanks on the page the system will challenge you. If it is your intention to return at a later date simply click 'Next' to override the challenge.

It is worth pointing out here that it is standard browser behaviour that the 'Enter' key (of your keyboard) submits the form whereas the 'Tab' key (of your keyboard) is used to tab between fields. If you therefore wish to navigate quickly between the fields of a page, you can click the 'Tab' key. On the other hand, if you wish to progress to the next page you can click the 'Enter' key.

Submitting combined Church Data

If you have a **multi-church PCC**, you should enter the Return details for the PCC as a whole (agreeing to the PCC accounts). To do this; select the main Parish Church, then on Page 1 of the Return tick 'by the way of the churches included' section (see Fig 3.) to include all the churches in the Return. If, by exception, you would like to enter data for each church separately, please contact Katie Reynolds – for further instruction.

Click the 'Churches Included' checkbox to indicate where more than one Church has been included within the return being submitted.

Click on the short cut navigation tabs, if you wish to go directly to a particular section of the return.

Fig. 3 – entering information to the online form