

A Guide to logging into the Diocesan Portal

Before you get started...

Before any password can be issued by the System, an individual's contact details must be held by the Internal Diocesan Database as a Parish Officer or a similar recognised role.

Ideally, please ensure you are using an appropriate up-to-date web browser – Google Chrome, Firefox or Internet Explorer 11 (all free downloads).

To check which web browser you are currently using, go to <https://whatbrowser.org/> and the software will advise you.

Free Downloads are available here:

Internet Explorer <http://bit.ly/ZBPChf>

Google Chrome <http://bit.ly/Rqa0iu>

Mozilla Firefox <http://bit.ly/qUIm8u>

Logging in

- 1) Go to www.lichfield.anglican.org



- 2) Select the 'User Login' button on any page of the website.



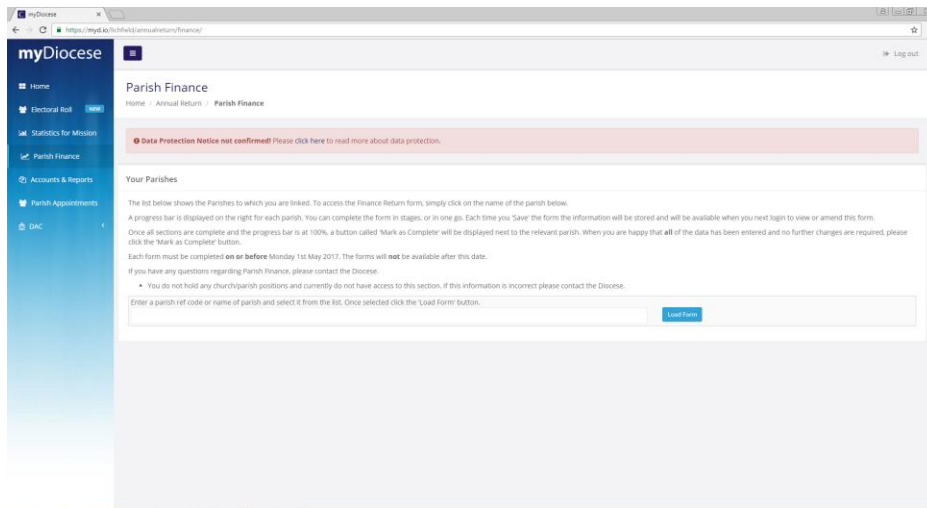
- 3) On the next page enter your email address in the appropriate box – if you do not have a password as yet, select 'Request Password?'

If requesting a Password

Follow the instructions on screen.

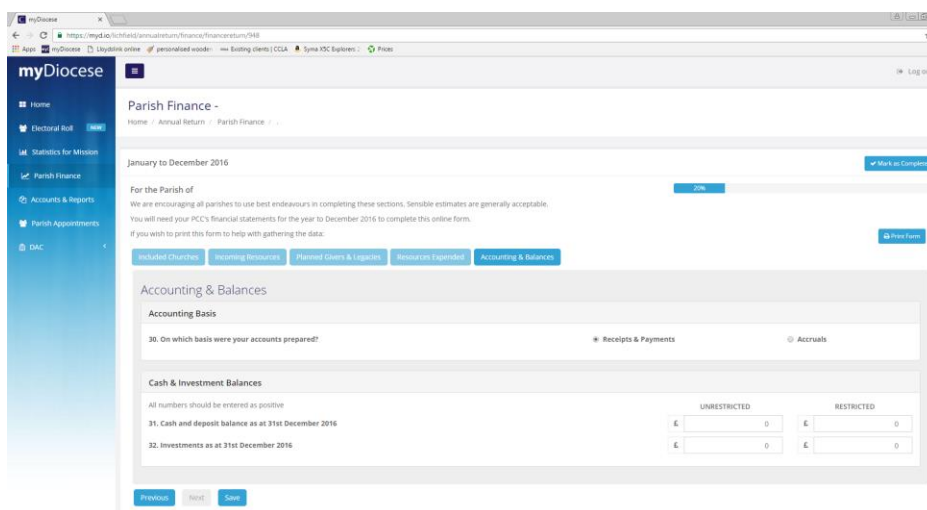
Once you have received your password you can then log in using your email address and your unique password.

Please Note; some email providers regard the password email as SPAM and may place it into your Spam Folder, if you experience any problems receiving your password, please contact Jo Durber on 01543 306030 or via email at jo.durber@lichfield.anglican.org



You will be taken to the screen where all diocesan forms are available for online completion and are listed on the left hand side of your screen

4) Please select **Parish Finance** to complete your Return of Parish Finance



5) Select 'Mark as complete' once finished. You are able to print your return for your records by selecting **Print Form**