

## Register at Saint Stephen Catholic Church

*Saint Stephen Catholic Church welcomes you! We want you to feel welcome here as we grow to spiritual maturity. By registering you and your family at Saint Stephen, we will be better able to know you and help you on your faith journey.*

### Instructions for Online Registration

1. Access the ParishSoft Registration page and follow directions below:  
<https://fortworth.parishsoftfamilysuite.com/>
2. If you are a first time user, select **NEW USER**. (If using a mobile device, see the Note at the end of this document with a screenshot of the registration page.)

3. In the first drop-down, be sure to select **St. Stephen Parish, Weatherford**:

For **User Name**, create a unique one, for example, initial of your first name and last name. (Tom Jones could be TJones).

4. Complete information about yourself including your email address. You can add additional information about your family members a little later.
5. After completing all information, click on the **Submit Registration** button at the bottom of the screen.

[Submit Registration](#)

[Cancel](#)

6. You will receive an email confirming your registration has been received and has been submitted for final processing by the administrative staff of St. Stephen.

Example email:

**St Stephen Parish - ParishSOFT User Registration Pending Review & Approval**

Due to security and identity concerns, your registration requires review and approval by staff before you can access the system. The time required for approval varies, but is typically complete within 1-3 days. Thank you for your patience!

Following account approval, you will receive your account information and a randomly generated password.

7. Once your registration is updated in ParishSoft, a temporary [Password](#) will be sent to you via email.
8. If you are an existing user or have received an email with a temporary password, choose [LOG IN](#).
9. Enter your [User Name](#) and your temporary [Password](#). (The system will prompt you to change your temporary password (be sure to change the password to something you will remember).
10. Now, you can begin adding or editing information on yourself as well as for the members in your immediate family. Please note, if you have adult children who are also registered independently at St. Stephen, please do not include them in your family data as they should have their own family record at this time.

For further assistance, please call the church office at (817) 596-9585.

**Note:** If you are using a an iPad, iPhone, or other mobile device for initial registration, accessing the "Full Site" link at the bottom, right of the logon screen may simplify registration. Also, the screen display will be different.