

ACCOUNT ACTIVATION INSTRUCTIONS

FOR PGS STATEMENT RECEIVERS



Following the launch of our new website, Parish statement receivers are being given access to the new site, in advance of individual donors.

To access your parish statements, you will first need to set up your new PGS online account. You will need:

- Your PGS parish code (usually 9 digits in length), and
- Your statement receiver email address

Note: This account activation process will only need to be done **once**. After that, you will be able to log in to the new website to access your statements, using your new account details.

1. Confirm your email address

To go to the 'Activate Account' page, either click on the link below or type the full address into your internet browser address bar: www.parishgiving.org.uk/activate-account



Type in your statement receiver email address, and confirm it – then click 'Next'.

Account log in
Use your email address and password
Login

Activate Account
First time users, please set up your online account

Email *

Confirm email *

Next

[Note: This should be the email address that we hold on file for the statement receiver in your parish.]

2. Match parish details

On the Activate Account screen, type in your PGS parish code (usually 9 digits in length), followed by your first name and last name – then click 'Submit'.

Parish code *

First name *

Last name *

Submit

[Note: In order for the activation process to be successful, these details must be an exact match to our records. For example, if our records show first name as Anthony, shortening it to 'Tony' will not work.]

The following message will then be displayed:



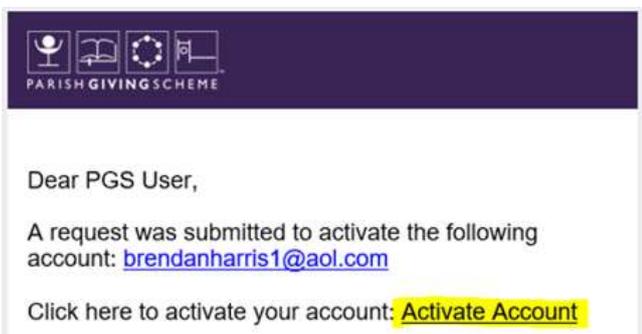
Please follow the link in the email we sent you to set up your password and complete the account activation process.

Wait a few minutes, then check your email inbox for an email from info@parishgiving.org.uk

[Note: if the email does not appear in your inbox, check your junk mail folder. If you haven't received the email within an hour, please contact website@parishgiving.org.uk]

3. Verify email address

Open the email entitled "Parish Giving Scheme Account Activation" and click on the 'Activate Account' link embedded in it. This will complete the verification process and take you back to the website.



4. Create new password

You will need to create a new password, as the password for the old site **will not work** on the new site.

Your new password should:

- Be a minimum of 10 characters in length
- Contain at least ONE uppercase letter,
- ONE number, and
- ONE of the following special characters: @\$!%*?&#

Please create a password for your account

New password *

Password strength: Good

Confirm new password *

Password strength: Good

Submit

Click on 'Submit' – the following message should then be displayed:

✓ You have successfully activated your account

Account activation successful

Your account has been activated, you can now log in to [My PGS](#).

Click on the [My PGS](#) link to access your new account.

5. Account log in

Type in your email address and the new password you've created – then click 'Login'.

Account log in
Use your email address and password

Activate Account
First time users, please set up your online account.

Activate account

Email address *

Password *

Login

On the 'Parish Data Acceptance' screen, tick the box to confirm that you accept responsibility for the safekeeping of any data that you download from our website – then click 'Accept and continue.'

My PGS

When logging in for the first time, please confirm that you accept the data privacy and security requirements associated with being a representative for your parish.

I acknowledge that I am responsible for any Parish data once it is downloaded from the PGS website *

Cancel Accept and continue

6. View statements

Once you have logged in to your 'My PGS' page, click on the 'Parish statements' menu option.

Welcome
P Test
PGS Contact ID
87422

My Parish
Parish statements

Below is a list of statements for your Parish. Each month, your new statement will be added to this page on or about the 10th and will remain available to view/download for a period of twelve months.

Date	Download
June 2020	PDF EXCEL

Print

Click on the format you wish to view your statement in (either PDF or Excel). Once the download is complete, check that the statement is correct – if you have any queries, telephone 0333 002 1260.

7. Log out

To log out of the website, click on 'My PGS' in the top right-hand corner and select 'Log out'.

PARISH GIVING SCHEME

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