Creating a user account is a one-time process. The process requires you to submit a few details of personal information to verify your identity to the system. It takes just a few minutes to complete the information required to set up an account. Use the following procedure to set up an account.

1. In your web browser, enter the URL https://logoscms.parishsoftfamilysuite.com/

   The ConnectNow **Welcome** screen is displayed:

   ![Welcome screen](image)

2. Click the **New User?** link to display the **New User Registration Form**:

   ![Registration form](image)

3. Complete Steps 1 -3 on the form. Required fields are marked with a red asterisk: *.
4. Click **Submit Registration** to submit your information to the system.

5. You should receive this screen.