

## INSTRUCTIONS FOR FILING ON-LINE

1. Access the Episcopal Church Web page at <http://www.episcopalchurch.org/gc/> or go directly to <http://pr.dfms.org>
2. Select **Parochial Reports** and left click **File Report** to become linked to a menu that will ask for your Universal Episcopal Identifier number (UEID) followed by your password. (If you need these numbers, please contact Barbara Baugh, 888/210-824-5387, ext. 111)
3. Go to **Update Name and Address** to check this information. Make any changes, then **Save** or click **Cancel** if nothing has changed since last year.
4. Select **Update File Information**. Make any changes, then save before returning to the system menu.
5. Choose **Vital Statistics** and **Financial Statistics** successively to enter the needed data. Now go to **Mark Report Complete**. Click **Confirm** to submit Parochial Report, then exit at the bottom of the screen to exit the program.
6. Go to **View/Print Parochial Report** to obtain a hard copy to review. Select the correct year and left click the **Submit** button for the report to download. You can re-enter at will to make changes or updates unless I have already accepted the report and closed it. If that should happen just give me a call and I can reopen it. When you are satisfied, a signed copy should immediately be sent to your diocese.