

# Annual Contribution Statements

Once they are created, Contribution Statements for 2016 can be printed from the parishioner database or requested from the main office at St. John Neumann (703-860-8510).

To print a contribution statement from the parishioner database:

1. Log into the parishioner database from the Links page on the St. John Neumann website (see diagram below) or by clicking on the URL directly below:

<https://secure.accessacs.com/access/memberlogin.aspx?sn=96614>

The image shows two screenshots from the St. John Neumann Catholic website. The left screenshot displays the main navigation menu with a dropdown menu open under 'Links to other web sites'. The dropdown menu includes 'Parish Links', 'Oblates of Saint Francis deSales', 'Diocese of Arlington', and 'Other Links'. An arrow points from the 'Parish Links' option to the right screenshot. The right screenshot shows the 'Parish Links' page, which features the 'AccessACS' logo and a 'Sign In' form. The form has fields for 'E-mail Address or User Name' and 'Password', a 'Remember my Username' checkbox, and a 'Sign In' button. Below the form, there is a link for 'Forgot your password or user name?' and a 'Need a login? Click here' link. At the bottom of the page, there are links for 'ACS Technologies Privacy Policy', 'Terms of Use', and 'Compatible Browsers', and the text 'ACCESS ACS OUR PARISH DATABASE'.

2. Click on the My Giving History tab toward the top of the page
3. Select 2016 from the drop down box next to the title For Year:
4. Click on the blue PDF Tax Statement bar

If you have never established a user name and password for the parishioner database, follow the steps below:

1. Access the Log in screen from the Links page on the St. John Neumann website (see diagram 1) or by clicking on the URL directly below:  
<https://secure.accessacs.com/access/memberlogin.aspx?sn=96614>
2. To the right of “Need a Login?” click on “Click Here”
3. Enter the email address at which you receive emails from St. John Neumann in the E-mail Address box
4. Enter your First Name and Last Name and click the Find Me button
  - a) You may see the following error message, “We were unable to locate a record matching the information you provided”. There are a number of situations that can cause this error:
    - i) you mistyped your information
    - ii) the email address you entered is associated with your spouse’s name
    - iii) we do not have your current email address on record.
  - b) If you incorrectly typed any of the information, (scenario 4.a.i or 4.a.ii), make corrections and click Find Me again.
  - c) If we do not have a record of your email, follow the contact instructions on the error message.
5. Assuming we have a record of the email address you are using, after clicking Find Me you will see the following positive response, “Congratulations! You have successfully set up a member account. Please check your email for your user name and password at {your email address}.”
6. You will receive an email from “St. John Neumann Catholic Community <[noreply@acstechnologies.com](mailto:noreply@acstechnologies.com)>”
  - a) The email instructs you to “Click [here](#) to login” and includes your user name and password.
  - b) After you click on “Click [here](#) to login”, you are prompted to enter your email address or user name (assigned by Access ACS) and your password, (assigned by Access ACS). The user name and the password are included on the email you were sent.
    - i) You will be required to change your password immediately after logging in. Pick something easy to remember and keep it private.

- ii) The new password must be at least 8 characters long and it is highly suggested you include upper and lower case letters and a mix of letters and numbers.
- 7. Once you are in the system, please review the contact information we have on file for you.
  - a) Click on “My Complete Profile” to look at your personal data.
  - b) Information is contained under the Contact Information tab and the Personal Information tab
  - c) If you want to enter or change information, click on the pencil, enter the new or updated information and click on the Submit button.