

Annual Contribution Statements

Contribution Statements 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 by clicking:
<https://secure.accessacs.com/access/memberlogin.aspx?sn=96614>
or by accessing Parish Links under the Welcome tab.

The image shows two screenshots from the St. John Neumann Catholic website. The left screenshot displays the main navigation menu with the 'Welcome' tab expanded to show a list of links, including 'Parish Links'. The right screenshot shows the 'Parish Links' page, which features a sign-in form for the 'AccessACS' system. The sign-in form includes 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 'Need a login? Click here' and a footer with 'ACCESS ACS OUR PARISH DATABASE'.

- 2) Click on the My Giving History tab toward the top of the page
- 3) Select the desired tax year 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. Go to ACS Access by clicking on the URL directly below:
<https://secure.accessacs.com/access/memberlogin.aspx?sn=96614>
2. Below the blue box, click to the right of “Need a Login?”
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, 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. If your information is correct, you will receive an email from “St. John Neumann Catholic Community. Follow the instructions and change your password after logging in. The new password must be at least 8 characters long.
6. 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.