

PARISHSTAQ ACCOUNT ACTIVATION INSTRUCTIONS

*PLEASE READ: The Archdiocese of Seattle uses Multi-Factor Authentication for all user logins. Prior to clicking on the Activation Link in your email, you will want to have an Authenticator app downloaded on your mobile phone. The recommended authenticator for ParishStaq is the **Google Authenticator App**, but any Authenticator app of your choosing should function as well (i.e. Microsoft Authenticator, etc.).*

AUTHENTICATOR APP INSTRUCTIONS

The instructions below will walk you through the process of downloading the Google Authenticator App:

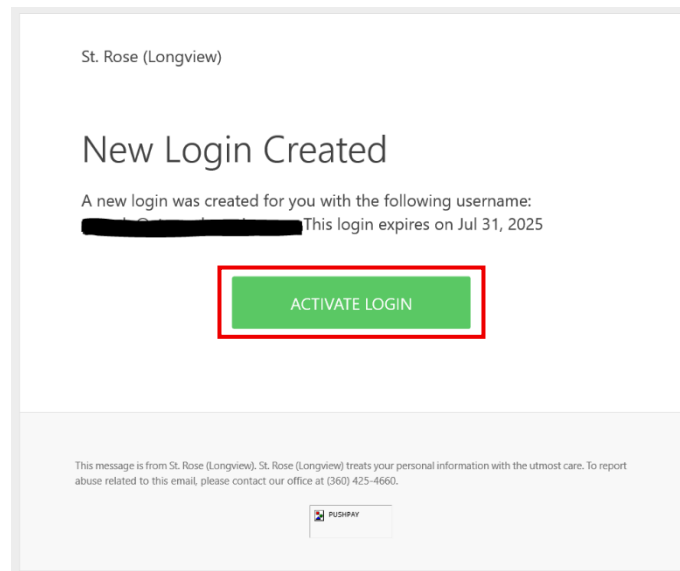
1. Below is the image icon for the Google Authenticator App:



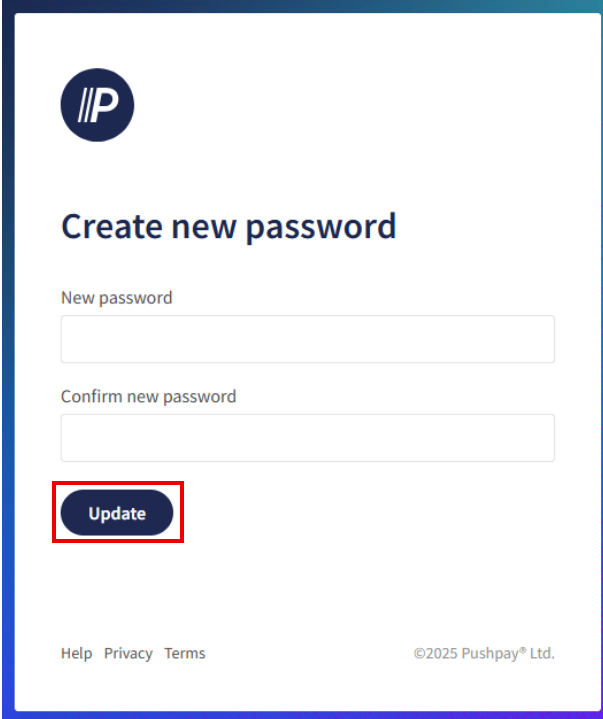
2. For instructions on how to download the Google Authenticator App please read the following tutorials:
 - For Android devices, please click the following [link](#) to start the installation process.
 - For Apple devices, please click the following [link](#) to start the installation process.

LOGIN ACTIVATION INSTRUCTIONS


1. You should receive an email from Church Community Builder titled **St. Rose (Longview) New Login Created**. Open the email and click on the **Activate Login** button:
(NOTE: if the activation link has expired, please contact the Parish Office to have a new activation link sent to you).



2. After clicking Activate Login, you will be presented with a window to set your initial password. Once you have created your new password, click the **Update** button:



The screenshot shows a web form titled "Create new password" with the Pushpay logo at the top. It contains two input fields: "New password" and "Confirm new password". Below these fields is a dark blue "Update" button, which is highlighted with a red rectangular border. At the bottom of the form, there are links for "Help", "Privacy", and "Terms", and a copyright notice "©2025 Pushpay® Ltd.".



Create new password

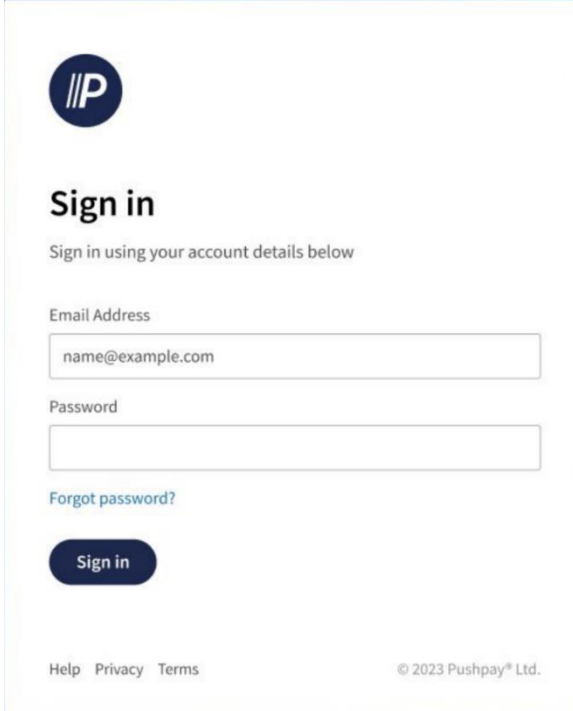
New password

Confirm new password


Update

[Help](#) [Privacy](#) [Terms](#) ©2025 Pushpay® Ltd.

3. If you are prompted to Sign In, please sign in with your email address and password you just created, otherwise, continue to step 4 to continue set-up.



The screenshot shows a web form titled "Sign in" with the Pushpay logo at the top. It includes the instruction "Sign in using your account details below". There are two input fields: "Email Address" (containing "name@example.com") and "Password". Below the password field is a link for "Forgot password?". A dark blue "Sign in" button is positioned below the inputs. At the bottom, there are links for "Help", "Privacy", and "Terms", and a copyright notice "© 2023 Pushpay® Ltd.".



Sign in

Sign in using your account details below

Email Address

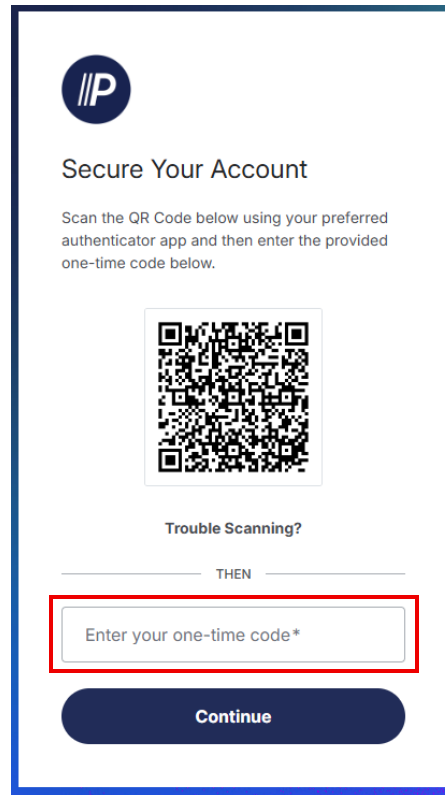
Password


[Forgot password?](#)

Sign in

[Help](#) [Privacy](#) [Terms](#) © 2023 Pushpay® Ltd.


4. After signing in, you will be presented with a QR Code screen. Please open the Google Authenticator App (or the authenticator app of your choosing) at this point and click **ADD (+)** icon in the bottom right corner of the app and select **Scan a QR Code**. After scanning the QR code, the Google Authenticator App should present a 6-digit code for you, enter that in the box shown here and click **Continue**:





Secure Your Account

Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.



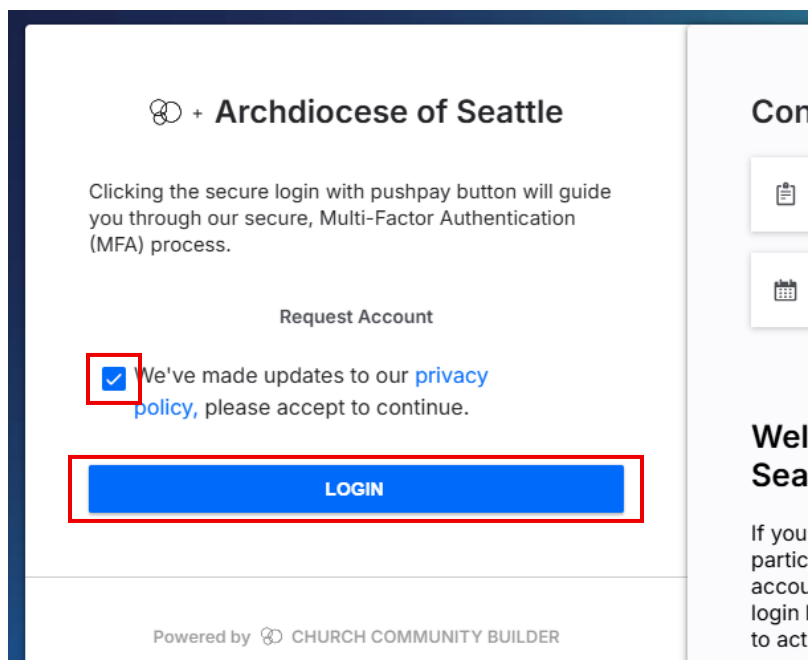
Trouble Scanning?


THEN

Enter your one-time code*

Continue

5. After scanning the QR Code and entering the 6-digit code, you will be redirected to accept the Privacy Policy. Click the checkbox and then click **Login**:




 + **Archdiocese of Seattle**

Clicking the secure login with pushpay button will guide you through our secure, Multi-Factor Authentication (MFA) process.

Request Account

☒ We've made updates to our [privacy policy](#), please accept to continue.

LOGIN

Powered by  CHURCH COMMUNITY BUILDER

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If you
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6. For future logins, you'll sign in to ParishStaq by entering the following address in your web browser:
<https://archseattle.ccbchurch.com/>

You'll then select the 'Secure Login' option and sign in with your email and password:

