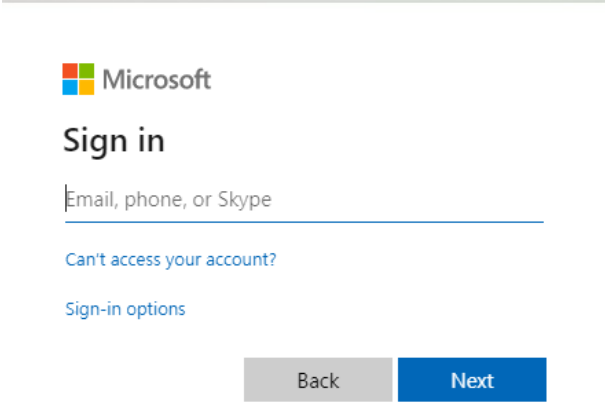


# Annual Appeal Reporting Quick Start Guide

To access the online portal users will login in via their internet browser using the below link:  
<https://archstl.reportingexpress.org>



Your username and password has been to sent to you from the ACA Office. To reset your password, please contact our office at 314.792.7680 or [acaoffice@archstl.org](mailto:acaoffice@archstl.org).

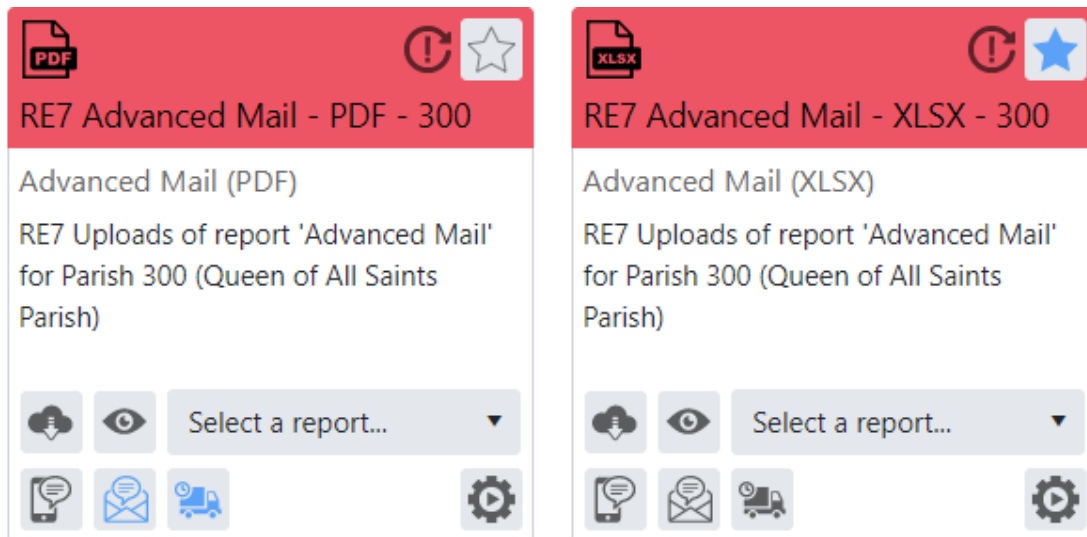


\*\* Note that the first login screen is through Microsoft, not Reporting Express.  
\*\*Once users have logged in for the first time, users will be prompted to change their password.

Once logged in, users will see the user interface.

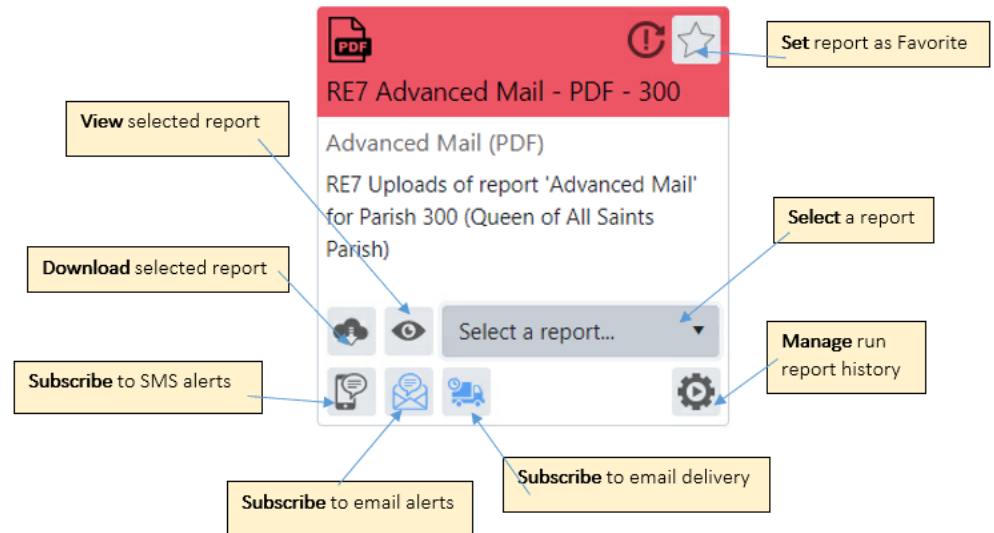


In the parish reporting folder you will find virtual cards representing all of your parish reports. Each report will have two cards of the same color. One card will access a PDF file and the other will access an excel file.



## Accessing Your Report

- Choose the **Select a Report** drop down box to choose the date of the report you wish to create (most likely the most recent date).
- Select the **View** button to view the report online.
- Select the **Download** button to download the report.
- Select **Subscribe to SMS alerts** to receive a text message when a change to the report is made (usually daily).
- Select **Subscribe to email alerts** to receive an email when a change to the report is made (usually daily).
- Select **Subscribe to email delivery** to receive a copy of the report to your inbox. You can choose the frequency of delivery.
- Select **Set report as Favorites** to place the report in your “Favorites” folder on the parish interface. Consider adding your most commonly viewed reports, such as the progress report and pledge detail, to your Favorites folder.
- Select **Manage run report history** to view all reports that have been generated for the parish.



### More Information Needed?

Please review the extensive user manual that was provided to you and is available for download in the Leadership and Volunteers section of [archstl.org/aca](http://archstl.org/aca). The manual can also be accessed in your parish reporting folder.

### Questions about data in these reports?

Please contact our office at 314.792.7680 or [acaoffice@archstl.org](mailto:acaoffice@archstl.org).