

We ask parishes to submit their reports online, as we no longer accept reports by fax or email.

Anyone—from parish administrative assistant, to the bookkeeper or pastor—can enter ShareLife information. The user-friendly online form will help you report quickly and on time.

**Deadlines:** Due to the pandemic, the reporting deadlines have changed from what was published in the <u>2024 Key Dates calendar</u>. Revised deadlines will be communicated to parishes by email, with reminder emails being sent the week each report is due.

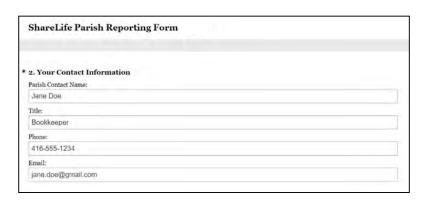
1. To access the new online reporting form, click the link below or enter the following URL in your website browser:

## https://www.surveymonkey.com/r/sharelifereport

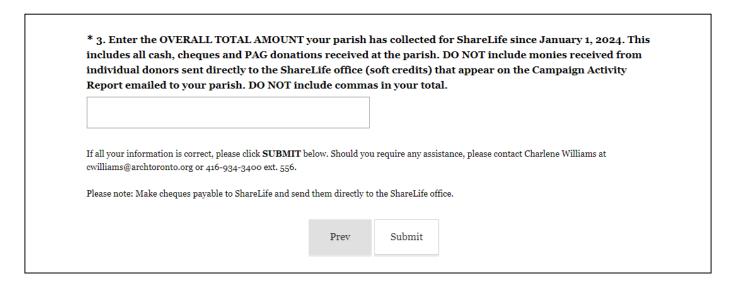
2. Click on the your parish name, as depicted below. Click on the **Next** button.



3. Enter your name. (The name of the individual submitting the report.)



4. Enter your **overall total amount**. This includes the amoung shown on your Campaign Activity Report emailed to your parish plus all additional donations received <u>at the parish</u> since January 1, 2024.



5. Click submit. A confirmation email will be sent to the address you provided on the form.

You're finished! Thank you for submitting your report.