

Online Updating for ***The Official Catholic Directory, 2025 Edition*** has begun. You are listed as the OCD Contact Person to review/update one or more entities in the directory. We kindly ask that you carefully review, update, and submit your listing for inclusion in the 2025 Edition.

**The Deadline to complete your updates and submit your information is**

**November 8, 2024.**

- **Can't remember your password?** Use the 'Reset Password' button on the login page. Please be sure to check your spam/junk/promotion folders in case the reset password email gets re-routed to one of those folders. It is also a good idea to add our @nrpdirect.com domain to your 'safe senders' list in your email application prior to resetting your password.
- **Why is it important to review and update?** *The Official Catholic Directory* is the best way for donors and granting bodies to verify your entity's inclusion in the IRS/USCCB's Group Ruling Exemption. Failure to keep your listing current could impede your ability to prove your tax-exempt status. The directory is also a widely used reference source within the Church.
- **Additional Help - Video Tutorials and User Guides:** If you're unable to attend one of the webinars, we encourage you to visit the brief Video Tutorials posted under the 'Help' menu at top of the screen to familiarize or reacquaint yourself with how to navigate and utilize the system. There are also User Guides for additional help. Note: The system might look slightly different in the videos, but the functionality is the same.

*Please Note:* The OCD Online Update System is a browser-based application that is optimized for use with Google Chrome. Wherever possible, please use a Google Chrome browser when using the system.

### **To update an entity (hints from Maria Caulfield):**

Go to [ocdedits.com/login](https://ocdedits.com/login) (no "www"). Log in with your email and password. Hit "Reset Password" if you can't remember your password. If you try to reset your password and the link doesn't work, email [info@nrpdirect.com](mailto:info@nrpdirect.com) .

If you don't have a log in, choose register. Create a password and display name, and enter your email. The display name only shows while you are logged in to the OCD website.

Choose Erie as the diocese and hit search. If you fill in other fields, it often can't find the entity.

Erie has 2 pages of listings in alphabetical order. Scroll through until you see your entity. Click to edit.

There are 7 pages for parishes. You can't change many of the fields on the first "Basic Info" page. If any of the information is wrong, please make a note in the Notes or Comments fields. If you have a Faith Formation program, please make sure the "Parish has a Catechesis and Religious program" box is checked.

The menu on the left will show each page with either a green check mark or a red/orange asterisk. If there are any asterisks, you can't actually submit changes. You can always Save.

Go through each page and check the information. Click "edit" to change existing information or "add new" to add something that's missing.

**Click to edit any sub-organizations listed.** *This is especially important for parish or system schools.* This will open a record within a record, and you will answer all the same questions for the sub-organization.

There are 16 statistical questions for parishes. Each one must be answered, or you cannot submit the record. Your parish annual report has most of the information. Enter zeros for anything that doesn't apply. Previous years' numbers display in their own columns.

If you have answered every question, there will be all green checkmarks on the left. Hit "Submit/Print Data."

You will see an overview page with all the information you entered. You may print this page for your records. Scroll all the way to the bottom and hit submit again. If you don't, the record will not show as submitted on the diocesan side.

If you have any questions, contact Maria Caulfield at 814-824-1130 or [mcaulfield@eriercd.org](mailto:mcaulfield@eriercd.org).