

Setting Up Your



Online Inventory

How To Register

1. Go to www.arlingtondiocese.org/foccus
2. Per your preparing priest or deacon's instructions, choose one of the following:

☐ FOCCUS Inventory

☐ Convalidation Inventory

3. Complete **one** registration per couple
4. Select your 'Parish': **Our Lady of Lourdes**
5. Enter your 'Parish Code': **OFL109ARL**
6. Enter a unique e-mail address for each person

*After following the first three steps, you will each
receive an automatic confirmation e-mail.*

7. WAIT - Your inventory will be created by the Office of Marriage Family and Respect Life and sent to you during business hours.

Things to Remember

Register at the above website and **not** at the FOCCUS Inc. website.

If you register on an evening, or over the weekend, you will not
receive this second e-mail until the next business day.

Contact us if you do not receive the second e-mail with login codes within one business day of registering

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