

How to Register as a Consultee

1. You'll arrive on the front page of the [website](#) **N.B.** The picture scrolls and so may be different when you open the web page
2. Click **Register**



3. You will arrive at this page to create a new account. Complete the Registration Form.

A screenshot of the 'Create a New Account' registration page. The page title is 'Create a New Account' and it includes instructions for users to complete a registration form. The form fields for 'Email' and 'Password' are visible, with the 'Email' field containing a vertical cursor. The page also includes a link for parish instructions and a 'here' link for general instructions.

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THE CHURCH OF ENGLAND Online Faculty System

Create a New Account

Please complete the form below to register for the Online Faculty System. Click [here](#) for instructions.

Your DAC Secretary will be automatically contacted so that they may approve your account. This means that there will be a **short delay** between the time you register and when you can actually sign in to use the system.

To Parishes: click [here](#) for instructions on linking your church building to your online account.

Email

Password


4. Choose the most suitable email address (all emails relating to your faculty applications will go to this address). This could be your personal or work email.
5. You will need to complete ALL your contact details (but only one telephone number is required).

6. Click one of the email preference options

Email preference 

Daily summary
 Everytime something happens

7. Select the **Consultee** Role

Role applied for 

Archdeacon
 Applicant (to submit petitions)
 DAC Secretary
 Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Consultee
 Heritage Recorder

8. Insert **your title, the name of your organisation, OR your role** in the consultation process (e.g. Historic England – South West; DAC – Bells Advisor; DAC Chair, etc.)

This will assist parishes, DAC Secretaries, Registrars, Archdeacons, and Chancellors when consulting you on List B or Faculty applications.

***PLEASE KEEP IT SHORT!**

Consultative role

CCB (Cathedrals & Church Buildings Division)
 Consultee
 Heritage Recorder


DAC Member - Architect

9. Select all the **Dioceses** for which you provide advice (as many as required) – Click the **X** to close.

Diocese

2RMJ Enter the code shown in the image

2 of 42 selected

Check all Uncheck all 

Bath & Wells
 Birmingham
 Blackburn
 Borchester (Test)
 Bristol
 Canterbury
 Carlisle

The Church of England collects personal information from users who register with the Online Faculty System. We will use this information to confirm your role and to help you manage your account. We may share your information with, and obtain information from, other registered users. This is to help you deal with faculty applications more quickly and to avoid any delay. We will not share your information for marketing purposes with companies outside the Church of England.

10. Enter the security code as shown (please note this will change for every new registration)

11. Read the Privacy Policy and the Terms and Conditions

12. Accept the terms & conditions

13. Click **Create Account**

Diocese 2 of 42 selected

2RMJ Enter the code shown:

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Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

Create Account

14. You will receive an email asking you to **confirm your registration** by clicking a link. This is to prevent other people from registering with your email address.

15. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

N.B. If you do not receive an email confirmation within a few minutes, check your spam folder then contact the [Project Officer](#) for help.

16. **The CCB will then be asked to approve your registration.**

N.B. The CCB will need to check against the Diocesan Database and other records to verify that you are a consultee. If not, you will be contacted to check the details of your registration.

17. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at <https://facultyonline.churchofengland.org/Secure/Login.aspx>