

## PROCEDURE FOR DECEASED MEMBERS' LIST IN ONTARIO

1. Parish Council sends completed form for reporting deceased member to National. (By hard copy or on line). Be sure to fill in all information requested including date of death.
2. Quarterly, National sends a list of the names and information it has received (from the parishes) to the Keeper of The Book of Life for Ontario (hereafter referred to as the Keeper).
3. The Keeper sends this list to the Diocesan Presidents or her designate.
4. The Diocesan President or her designate (could be Organization or Spiritual Development Chair in some Dioceses) is responsible to ensure the list is checked with the parishes to ascertain its accuracy and that all names and/or dates of death are completed including those members not listed at all.

**NOTE:** Other areas may be filled in for use of the Parish and/or Diocese; however, Provincial and National do not require that information.

To access the CWL online deceased members report, please follow the steps listed below.

1. Visit the website at <https://secure.cwl.ca.cwladmin/>
  2. Click on Forgot your user name or password?
  3. Enter your User ID number (membership number which can be found on your membership card. If you can't find your membership card, contact National)
  4. Click on E-mail password; your password will be e-mailed to you. Access is for the length of your term and will expire when your term ends.
5. Any names that should be listed but are not, are to be listed separately and returned with the fully completed list to the Keeper by the Diocesan President or her designate.
  6. Deadlines for returning the completed/corrected list and any missing names and/or dates of each will be
    - a) first quarter by April 30
    - b) Second quarter by July 31
    - c) Third quarter by October 31
    - d) Fourth quarter January 31 or as provided by National Office.
  7. All corrected sheets are then sent to National by the Keeper.
  8. National returns the finalized lists to the Keeper.
  9. Keeper ensures all corrections have been completed on revised list and follows through with National on any errors or omissions.

Produced by E Bortolussi for OPC, September 29, 2015

Edited for some changes Colleen Martin, April 18, 2016