



churchwindows  
MANAGEMENT SOFTWARE



## March Tech Tips

*Current Version: 27.25.1*

### Office Phone System Update

Please be advised that we recently transitioned to our new phone system. When we call you, your caller ID may display one of two identifiers: *Computer Helper Publishing* (our corporate entity) or *Church Windows* (our software brand). Regardless of which name appears, please know the call is coming from our staff.

### Displaying Your Customer #

You can set your Customer Number to appear directly on the Church Windows opening screen. This is a helpful shortcut for when you call for technical support, as our receptionists will ask for this number to verify your account. Displaying it prominently ensures you can provide that information quickly and easily. On the opening screen of Church Windows, click *Administration>Sys Info*. On the *Organization Info* Tab, enter the number on the right side in the *Church Windows Customer Number* field, and click *Close*.

## Vanco News

### Optimize Your Easter Digital Experience

Easter brings more visitors than almost any other Sunday — and your church website is often the first impression they'll have. Our on-demand webinar "**From Click to Connection: Enhance Engagement and Encourage Expanded Giving this Easter**" walks through practical steps to:

- Build and optimize online giving pages
- Add prominent giving links to your site
- Make giving just one click away
- Highlight specific causes or ministries

Watch anytime, on any device, and get your website and giving experience ready for Easter.

[WATCH THE WEBINAR](#)

## **Payroll & Aatrix - 941**

To ensure you have the most current tax forms and updates, you should always use the current version of the Church Windows software. The quarterly 941 form for 2026 is currently available in the Tax Reports list. If you are missing this form from the Tax Report list, you need to run the [Aatrix Updater](#).

To find the amounts for your 941 deposit, use the Pay Period Deductions report for that period; there is a line on that report that shows the 941 deposit amount for the period selected.

### **[941 Filing Instructions for Quarter 1](#)**

## **Cyber Security Tips From Kloud9 The #1 Thing You Can Do To Prevent Ransomware**

Did you know that the #1 threat to **all** organizations is internal employees? The people you trust to run your organization are the very same ones putting it at risk: downloading software they shouldn't, falling for phishing scams, clicking on bad links, using weak passwords and opening infected files.

That doesn't make them bad people – just unsuspecting. That's why it's critical to provide employees active, ongoing training regarding cyber security. These tips are a good start but are not enough. We recommend a formal training program for employees that actually simulates phishing attacks and other breaches so they can experience firsthand how easy it is to make a mistake and keep them hyperaware of security problems.

Have questions about cyber security or some other IT-related issues? [Access our calendar here](#) to book a quick, 10-minute call.

## **Free Training Webinars**

Church Windows provides free, live training webinars every month on many different subjects. Here, attendees can chat directly with a trainer and ask relevant questions. If you are unable to attend the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

## **Resource Center & Help Files**

Our support techs are available to help you with any issue you might encounter. Still, you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help Files in Church Windows anytime by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)