The Official Catholic Directory®

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Diocese: BAL – Archdiocese of Baltimore

ADDRESS BLOCK

Please update your listing information online by December 31, 2017 to ensure your tax-exempt status.

OCD ID: 1234
Org Type: Parish

Dear Friend,

This year we celebrate the 200th anniversary of *The Official Catholic Directory* **(the "Directory")**. On the occasion of this milestone, we are excited to announce our plans to make the Directory of more powerful service to the Church. Specifically, we have, in consultation with many of our customers, made the following changes.

In its 3rd Century of Service to the Church, the Directory is now digital

- **Online updating starts December 4, 2017 – so many of you asked for it; we listened**. All organizations seeking to update their listing in the 2018 Directory will be able to update their information online at www.ocdedits.com as of December 4, 2017. Please see the **Instructions for Online Updating** on the next page to get started.

- **Online updating is FREE**.

- **Please update your listing information online by December 31, 2017**. We are accepting updates until the end of the year to ensure that all organizations are able to take advantage of the new, online updating capability.

- **The first-ever, online version of the Directory is now available**. The **Digital Flipbook** of the Directory is available for as little as **$9.99 per month**. The Digital Flipbook offers 24/7 access to more than 2,000 pages of hyperlinked and searchable reference information related to the following:

  -**57,280 clergy**
  -**17,651 parishes**
  -**14,279 directors of religious education**
  -**12,502 pastors**
  -**6,713 high schools and elementary schools**
  -**949 Catholic healthcare facilities**
  -**394 cardinals, archbishops and bishops**
  -**384 colleges, universities and seminaries**
  -**103 data points of vital Church statistics for all 211 dioceses**

- The **Digital Flipbook** is accessible on PCs, Macs, Desktops, Laptops, Tablets, and Mobile Phones and you can print pages directly from your browser.

- You may view a sample of the **Digital Flipbook** at digital_sample.officialcatholicdirectory.com.

- You may purchase a monthly subscription to the **Digital Flipbook** at www.ocdedits.com and may cancel the subscription at any time. **The first three months are FREE if you subscribe by December 31st.**

- You may also continue to purchase the printed version of the Directory, which this year is a special 200th Anniversary Edition, at www.ocdedits.com or by calling us toll-free at **844-592-4197 option 1**.

It has been my pleasure to have worked for *The Official Catholic Directory* for the last twenty-two years. I am very enthusiastic about the improvements that have already been made, and look forward to working with you to continue providing and improving the Directory for many years to come. We are very grateful for your business and do appreciate your patience during this time of transition.

Very truly yours,

Robert J. Docherty
Publisher

Instructions for Online Updating

In preparation for the 2018 Edition of *The Official Catholic Directory*, please follow the instructions below to ensure your tax-exempt status and make your annual Directory updates online by December 31, 2017.

- Go to www.ocdedits.com and click on the **CREATE OCD ACCOUNT** button.

- On the **CREATE OCD ACCOUNT** screen you will be prompted to enter the following information:

User Name:	Your user name must be at least 5 characters long.
Password:	Your password must be at least 6 characters long.
Confirm Password:	Please confirm your password.
Display Name:	This name will appear on screen while you are using your account.
Email:	A valid email address is required to create an OCD account.

After filling all of the required fields, press the **CREATE OCD ACCOUNT** button at the bottom of the screen.

- You will now be directed back to the www.ocdedits.com home screen. Please enter your user name and password and click the **LOGIN** button.

- A successful login will take you to the **OCD SEARCH** screen.

- Instructions for using the **OCD SEARCH** and for updating your organization's information can be accessed by clicking the **NEED HELP** link on the upper right-hand of the screen.

If you have any questions or technical issues, please contact *The Official Catholic Directory* for assistance toll-free at 844-592-4197 option 3 or ocdedits@nrpdirect.com.