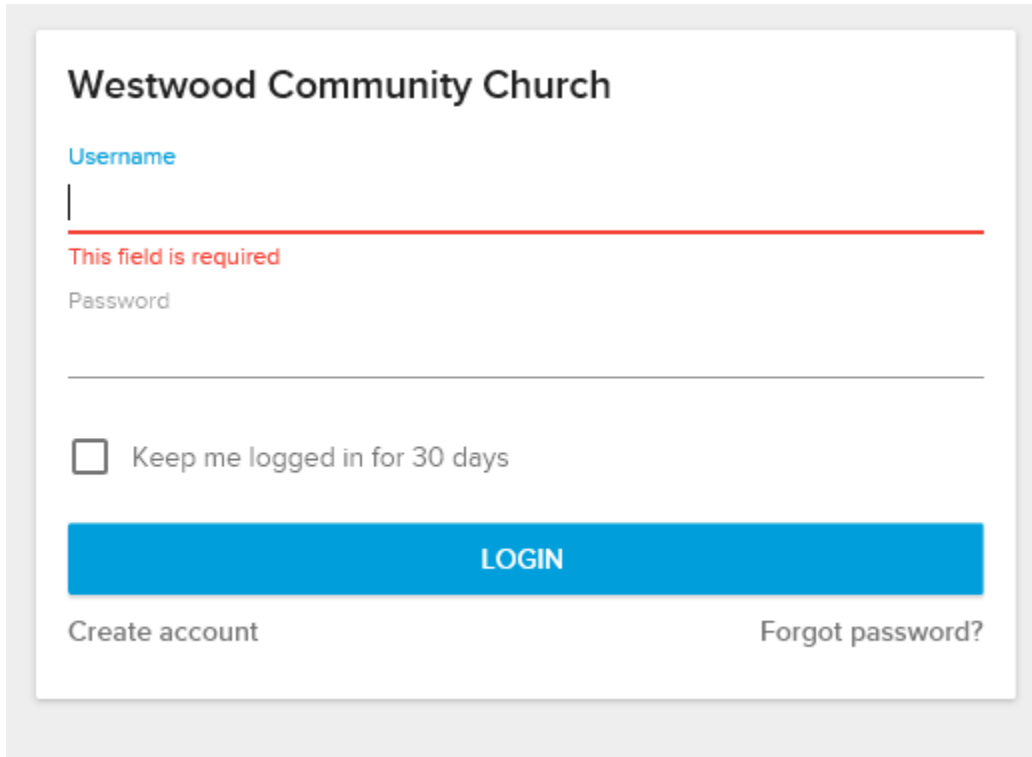


How to View and Print your Westwood Community Church Giving Statement

- Go to westwoodcc.ccbchurch.com and log in to your Westwood Life account. If you have not yet created a login to Westwood Life, select "Create Account" and follow the instructions before continuing to the next step.



Westwood Community Church

Username

This field is required

Password

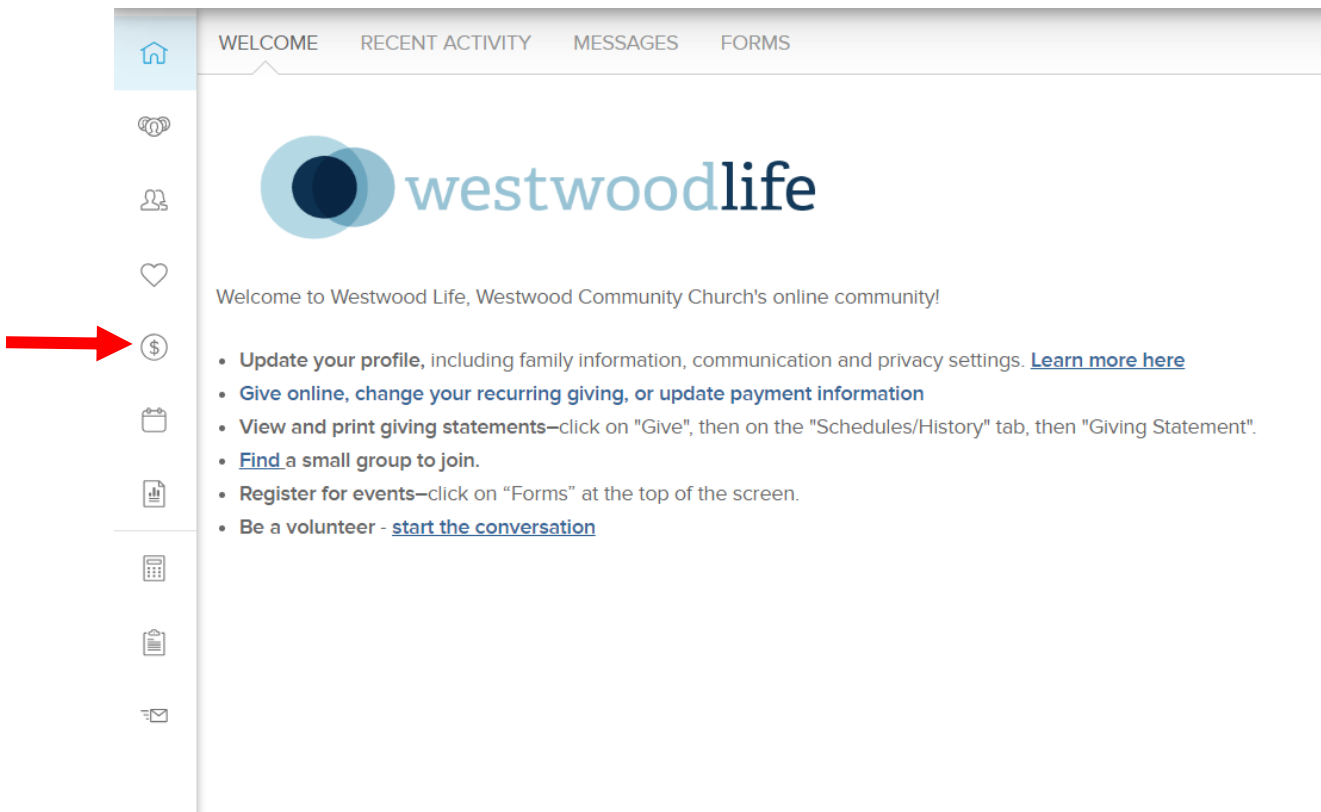
Keep me logged in for 30 days

LOGIN

Create account

Forgot password?

- Click on the "Give" icon in the left hand navigation bar which looks like a dollar sign.



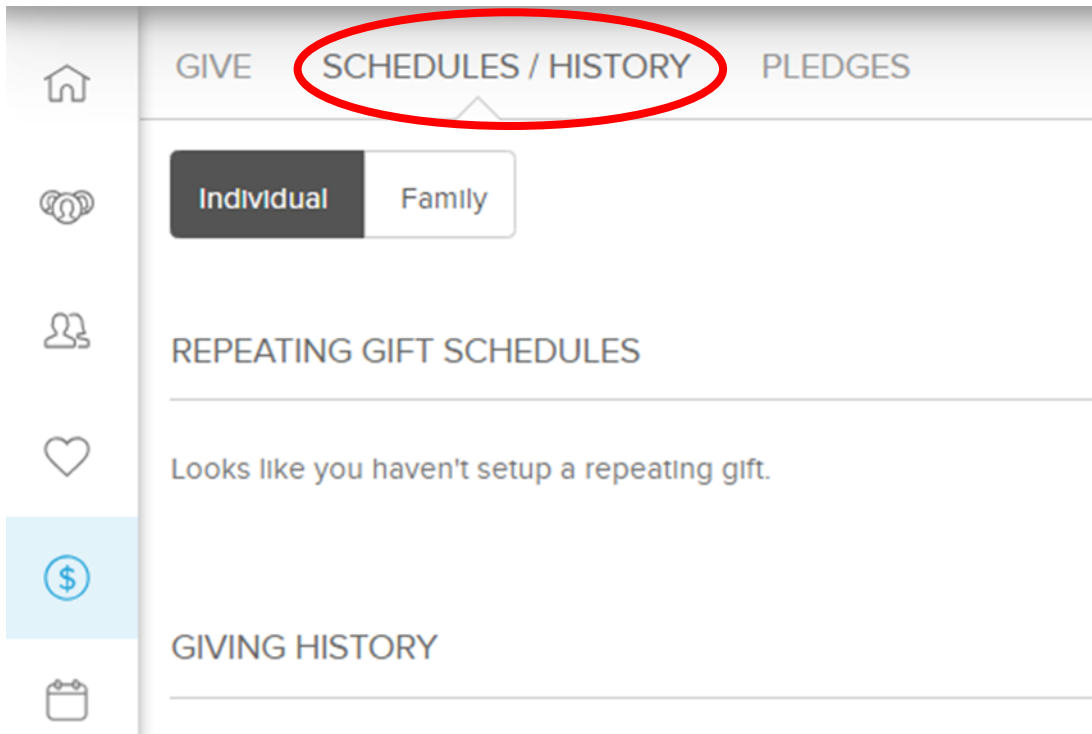
WELCOME RECENT ACTIVITY MESSAGES FORMS

westwoodlife

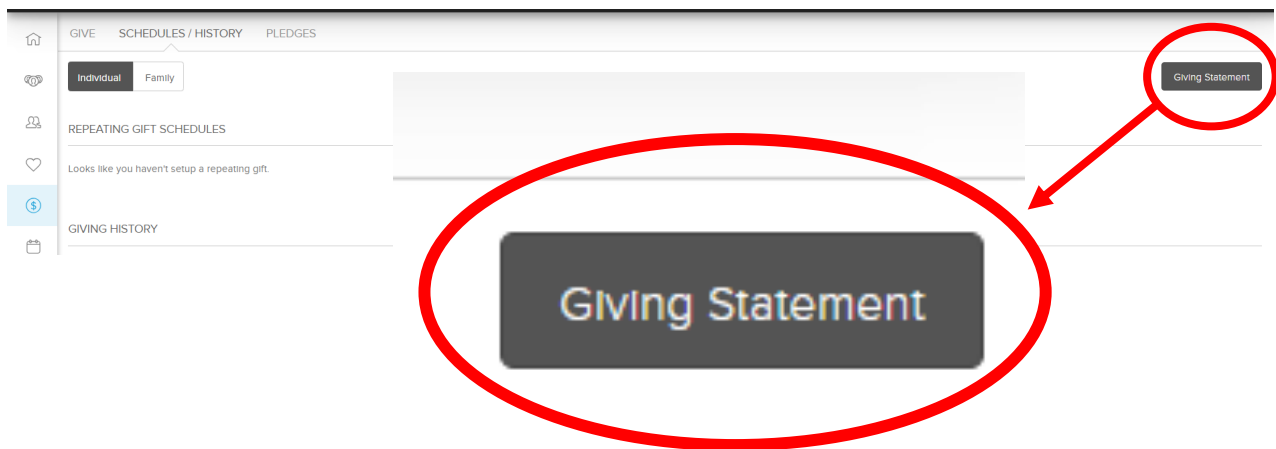
Welcome to Westwood Life, Westwood Community Church's online community!

- Update your profile, including family information, communication and privacy settings. [Learn more here](#)
- Give online, change your recurring giving, or update payment information
- View and print giving statements—click on "Give", then on the "Schedules/History" tab, then "Giving Statement".
- Find a small group to join.
- Register for events—click on "Forms" at the top of the screen.
- Be a volunteer - [start the conversation](#)

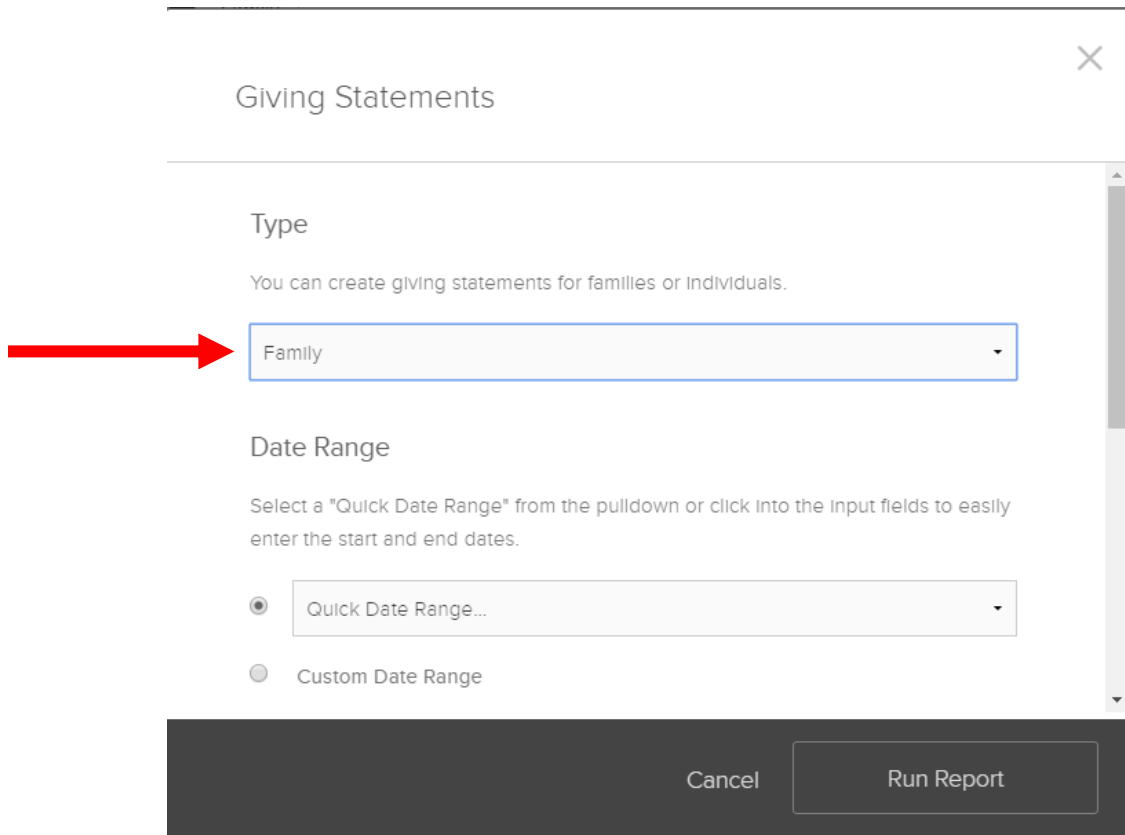
- Then, click on the “Schedules/History” tab on the top bar.



- Next click the grey “Giving Statement” box on the upper right hand corner of the screen.

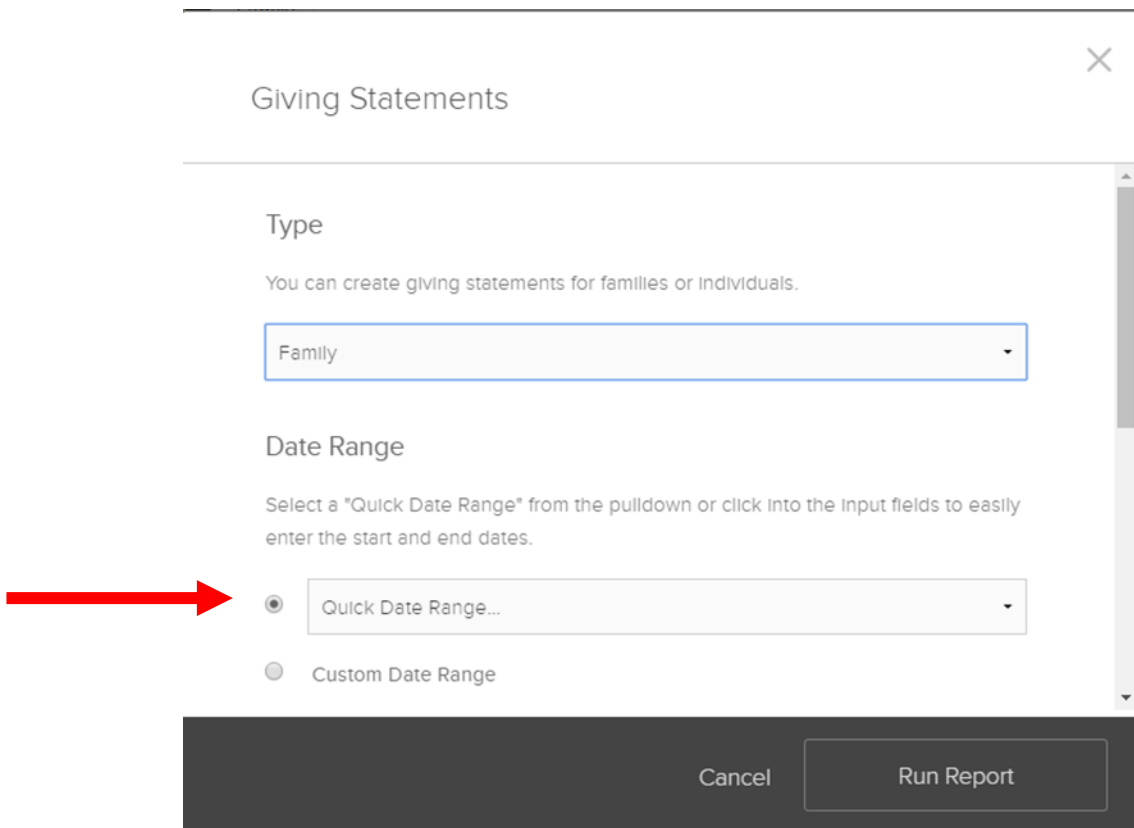


- Under the drop down menu for “Type” select “individual” to show only your giving history, or select “family” to include the entire families giving history in your statement.



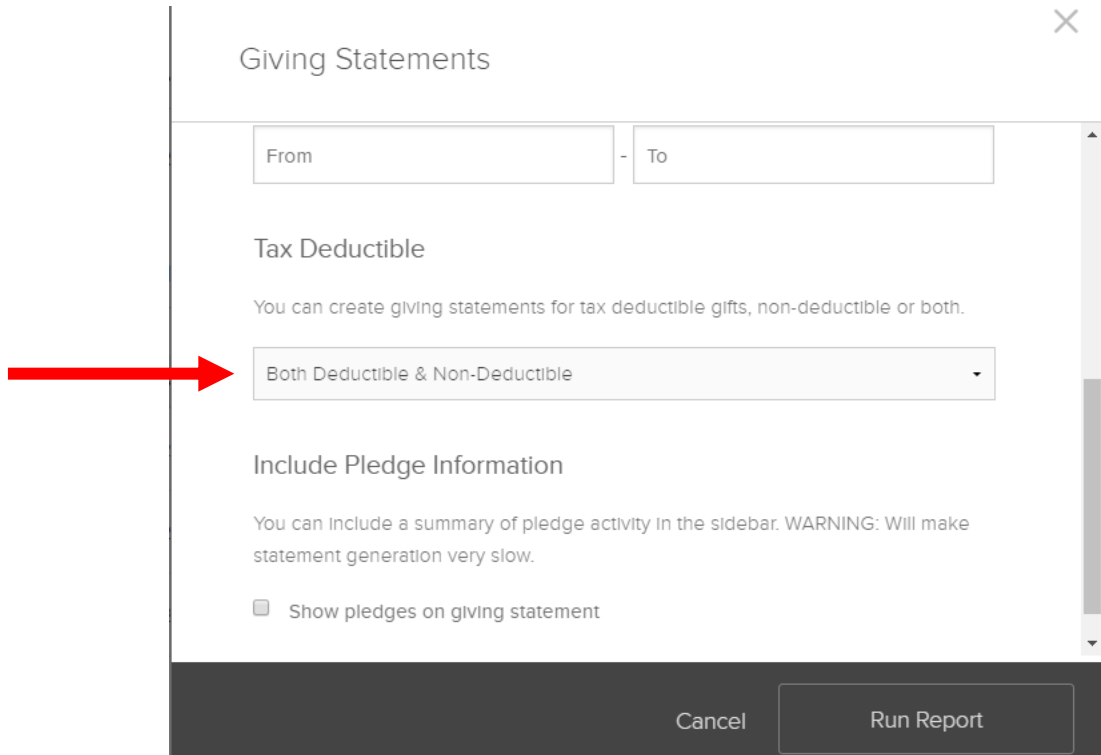
The screenshot shows a dialog box titled "Giving Statements" with a close button (X) in the top right corner. Below the title bar, there is a section for "Type" with the instruction "You can create giving statements for families or individuals." A dropdown menu is set to "Family", and a red arrow points to it from the left. Below this is the "Date Range" section, which includes the instruction "Select a 'Quick Date Range' from the pulldown or click into the input fields to easily enter the start and end dates." There are two radio buttons: "Quick Date Range..." (selected) and "Custom Date Range". At the bottom, there are "Cancel" and "Run Report" buttons.

- To access your 2018 giving statement select “Last Year” in the drop down menu within the “Quick Date Range” section. You may also select custom dates for a particular date range in the “Custom Date Range” field.



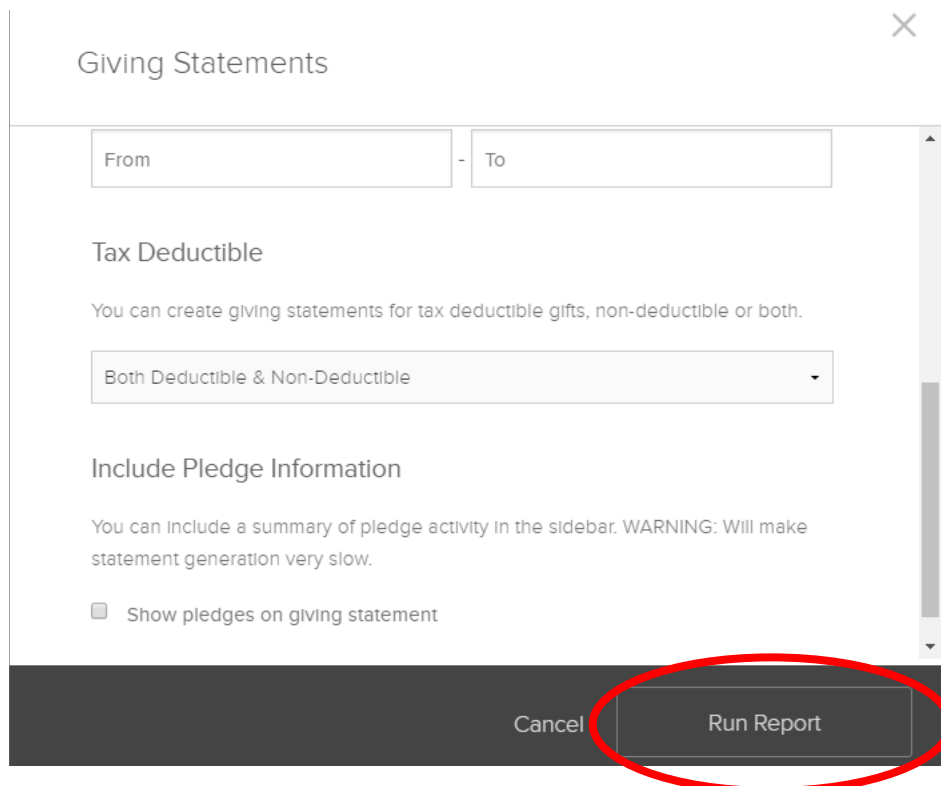
The screenshot shows the same "Giving Statements" dialog box. In this view, the "Type" dropdown menu is still set to "Family". A red arrow points to the "Quick Date Range..." dropdown menu in the "Date Range" section. The "Custom Date Range" radio button is unselected. The "Cancel" and "Run Report" buttons are visible at the bottom.

In the “Tax Deductible” section you may narrow down your search to include Deductible & Non-deductible gifts, or just one of these types of gifts.



The screenshot shows a web form titled "Giving Statements" with a close button (X) in the top right corner. At the top, there are two input fields labeled "From" and "To" separated by a hyphen. Below this is a section titled "Tax Deductible" with the text "You can create giving statements for tax deductible gifts, non-deductible or both." A dropdown menu is set to "Both Deductible & Non-Deductible", and a red arrow points to it from the left. Underneath is a section titled "Include Pledge Information" with the text "You can include a summary of pledge activity in the sidebar. WARNING: Will make statement generation very slow." and a checkbox labeled "Show pledges on giving statement" which is currently unchecked. At the bottom of the form are two buttons: "Cancel" and "Run Report".

- Once you finished making your report selections select the “Run Report” box in the lower right hand corner. After your report appears on the screen you may print the statement or download as a PDF.



This screenshot is identical to the one above, showing the "Giving Statements" form. The "Run Report" button at the bottom right is circled in red, indicating the next step in the process.

Please contact Liz or Ashlee at 952-224-7300 if you have additional questions.