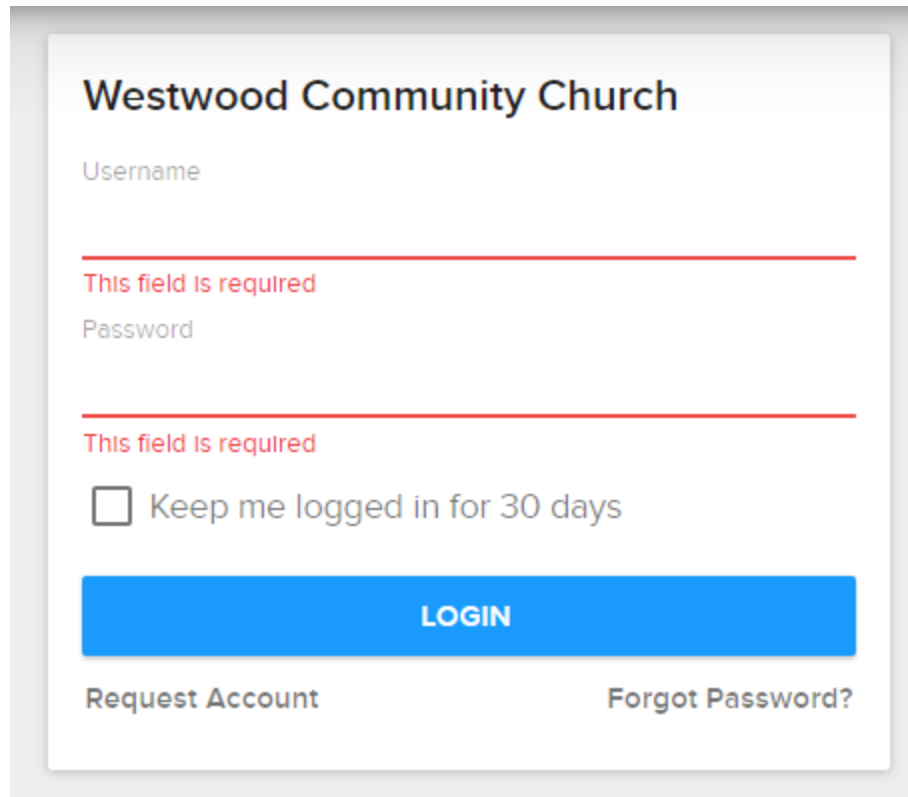


## How to View and Print your Westwood Community Church Giving Statement

- Go to [westwoodcc.ccbchurch.com](http://westwoodcc.ccbchurch.com) and log in to your Westwood Life account. If you have not yet created a login to Westwood Life, select "Request Account" and follow the instructions before continuing to the next step.



Westwood Community Church

Username

This field is required

Password

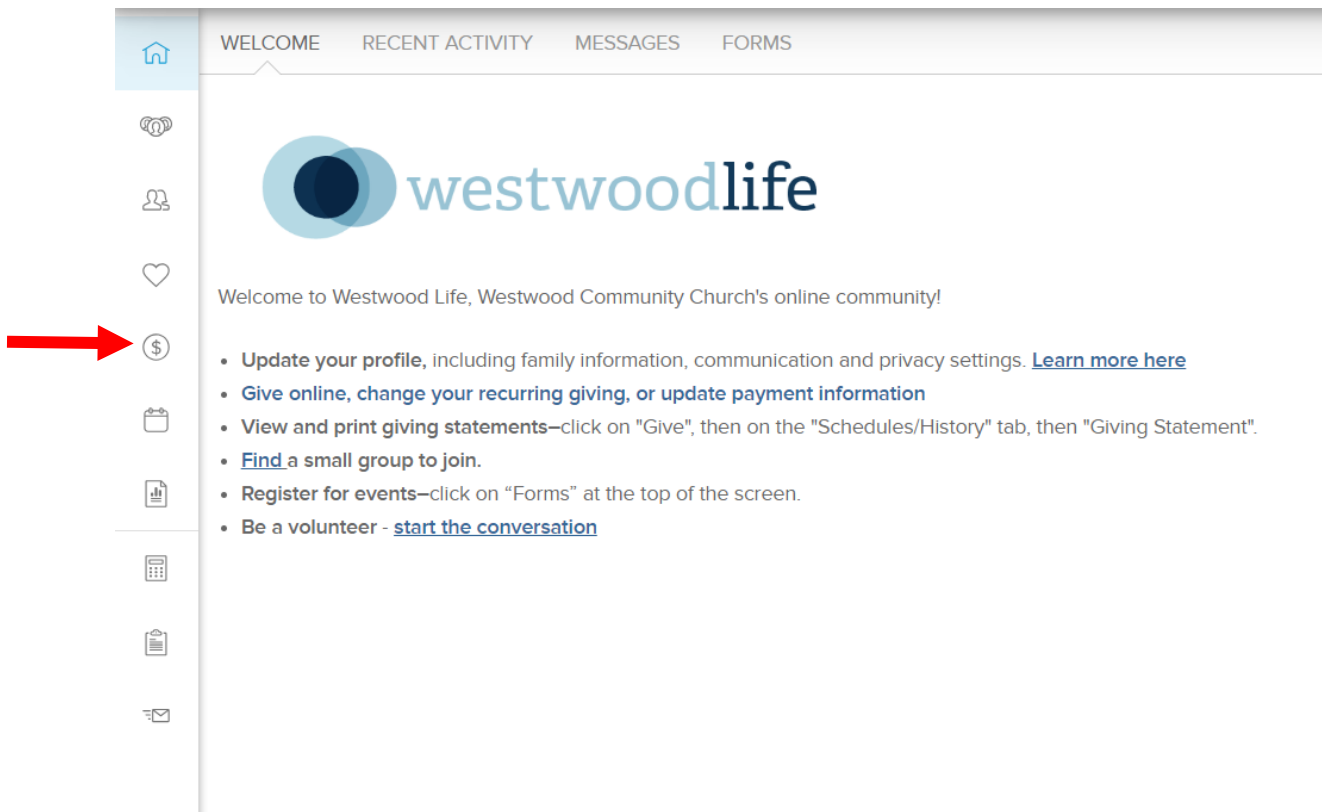
This field is required

Keep me logged in for 30 days

LOGIN

Request Account      Forgot Password?

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



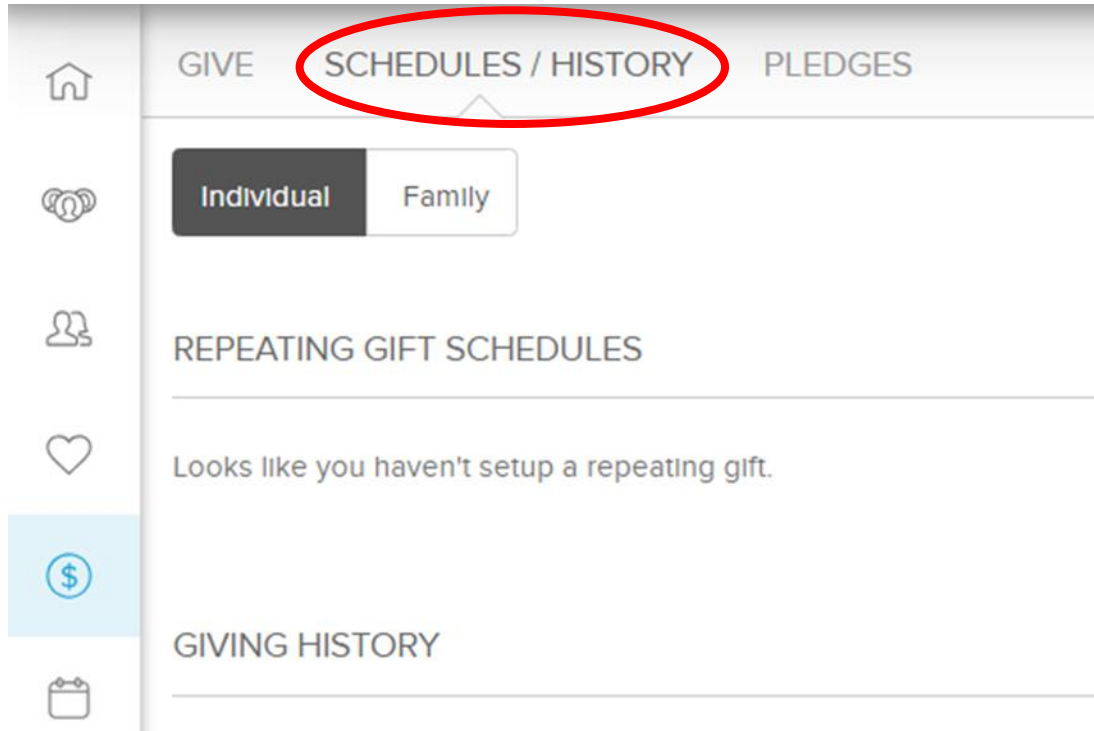
WELCOME    RECENT ACTIVITY    MESSAGES    FORMS

westwoodlife

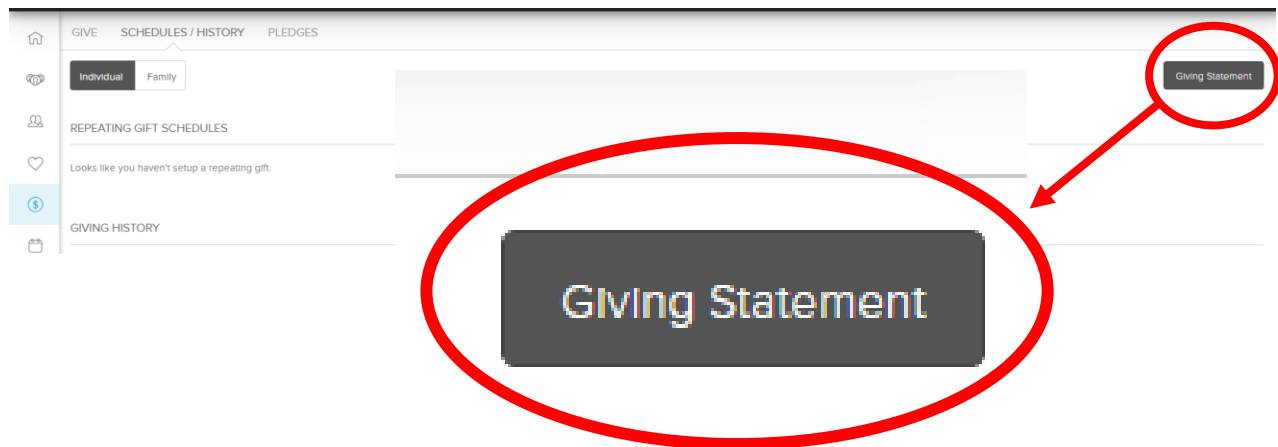
Welcome to Westwood Life, Westwood Community Church's online community!

- 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](#)

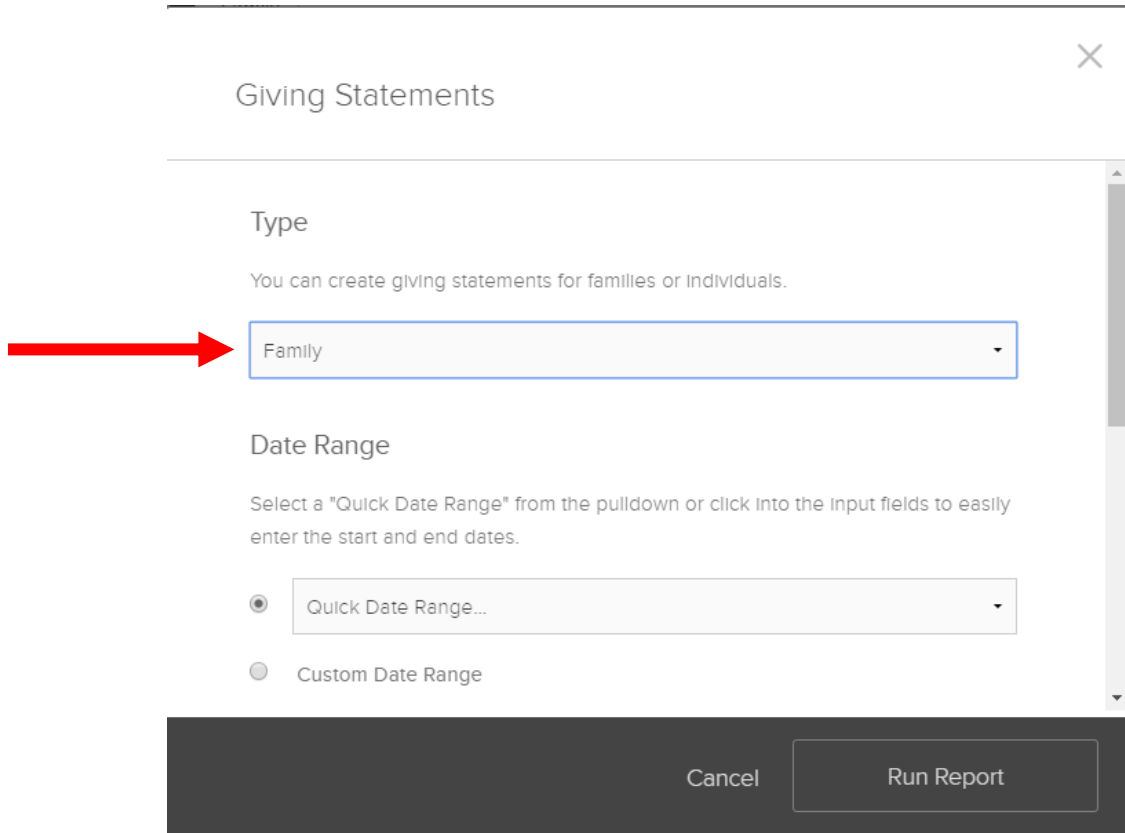
- Then, click on the “Schedules/History” tab on the top bar.



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

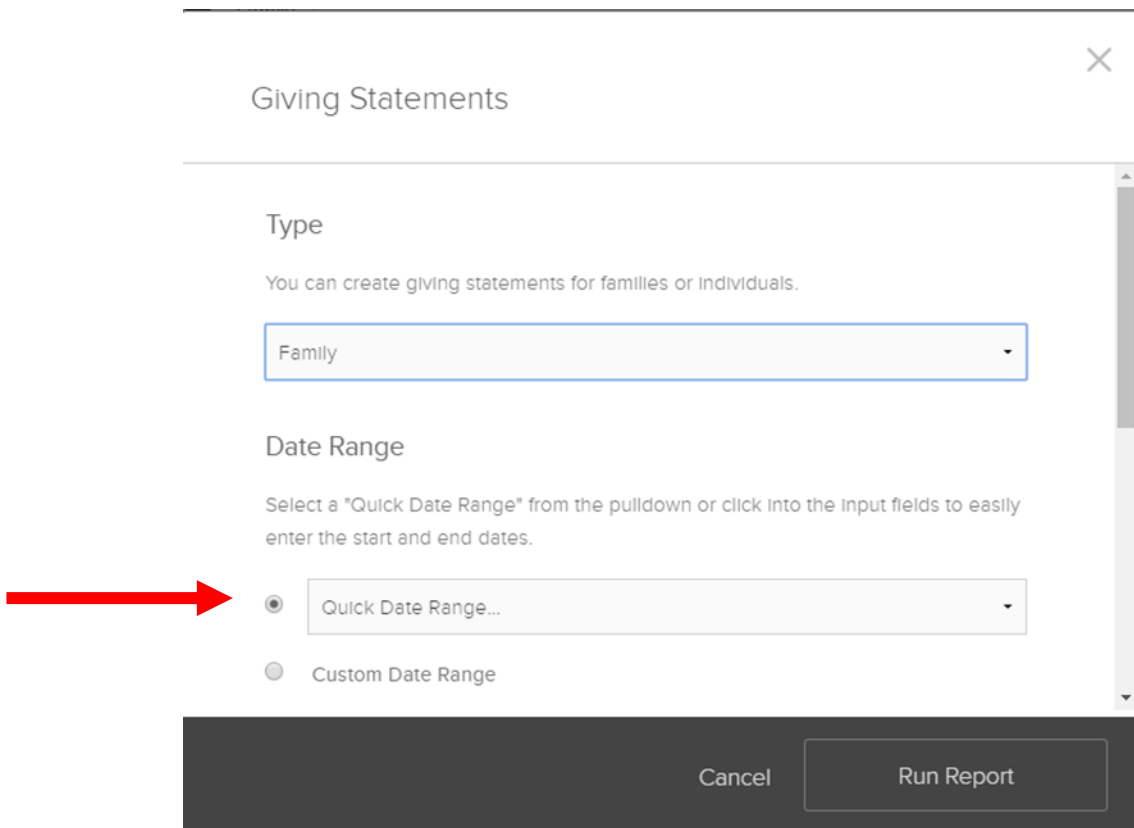


- Under the drop down menu for “Type” select “individual” to show only your giving history, or select “family” to include the entire families giving history in your statement.



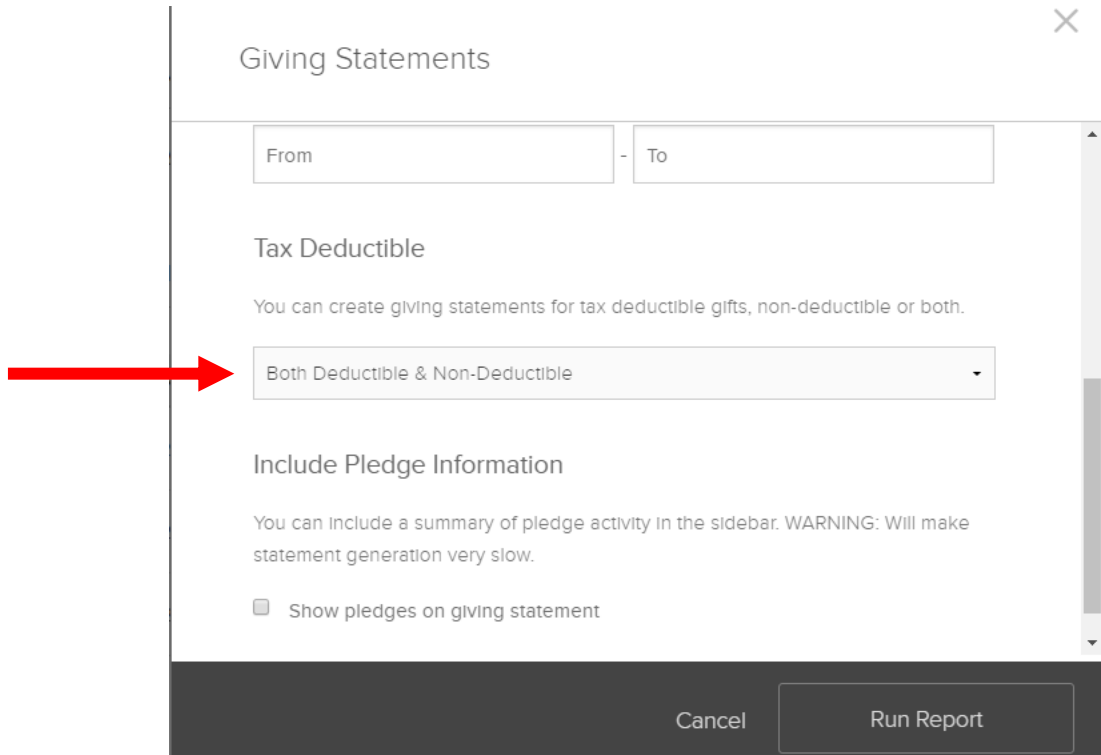
The screenshot shows a dialog box titled "Giving Statements" with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath, the "Type" section includes the text "You can create giving statements for families or individuals." and a dropdown menu currently displaying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

- 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.



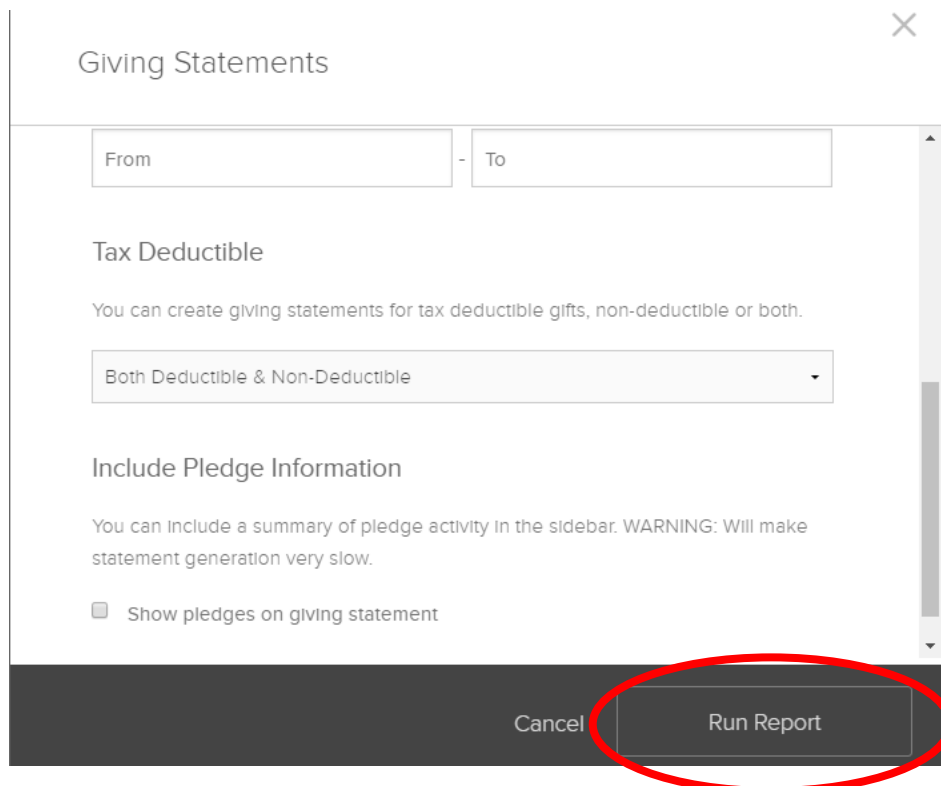
This screenshot is similar to the one above, showing the "Giving Statements" dialog box. In this view, the "Type" dropdown menu still shows "Family". The "Date Range" section has the "Quick Date Range..." radio button selected, and a red arrow points to its dropdown menu. The "Custom Date Range" radio 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. Below the title are two input fields labeled "From" and "To" separated by a hyphen. Underneath is a section titled "Tax Deductible" with the text "You can create giving statements for tax deductible gifts, non-deductible or both." Below this text is a dropdown menu currently showing "Both Deductible & Non-Deductible". A red arrow points to this dropdown menu. Below the dropdown is another 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.***