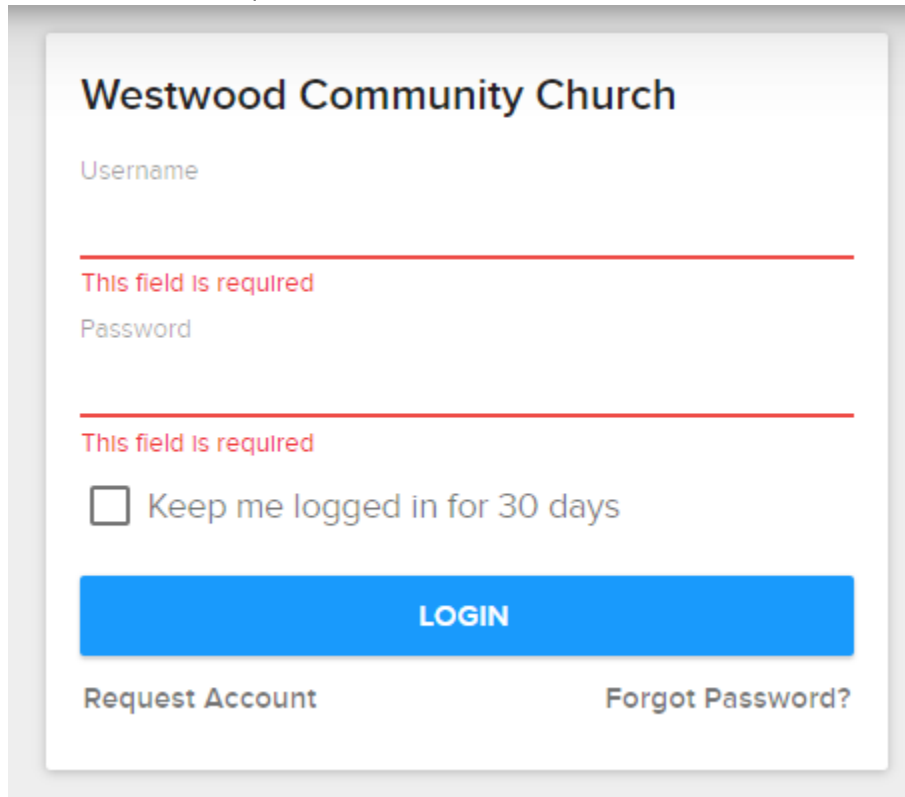


How to View and Print your Westwood Community Church Giving Statement

1. Go to 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 “Request Account” and follow the instructions before continuing to the next step.



Westwood Community Church

Username

This field is required

Password

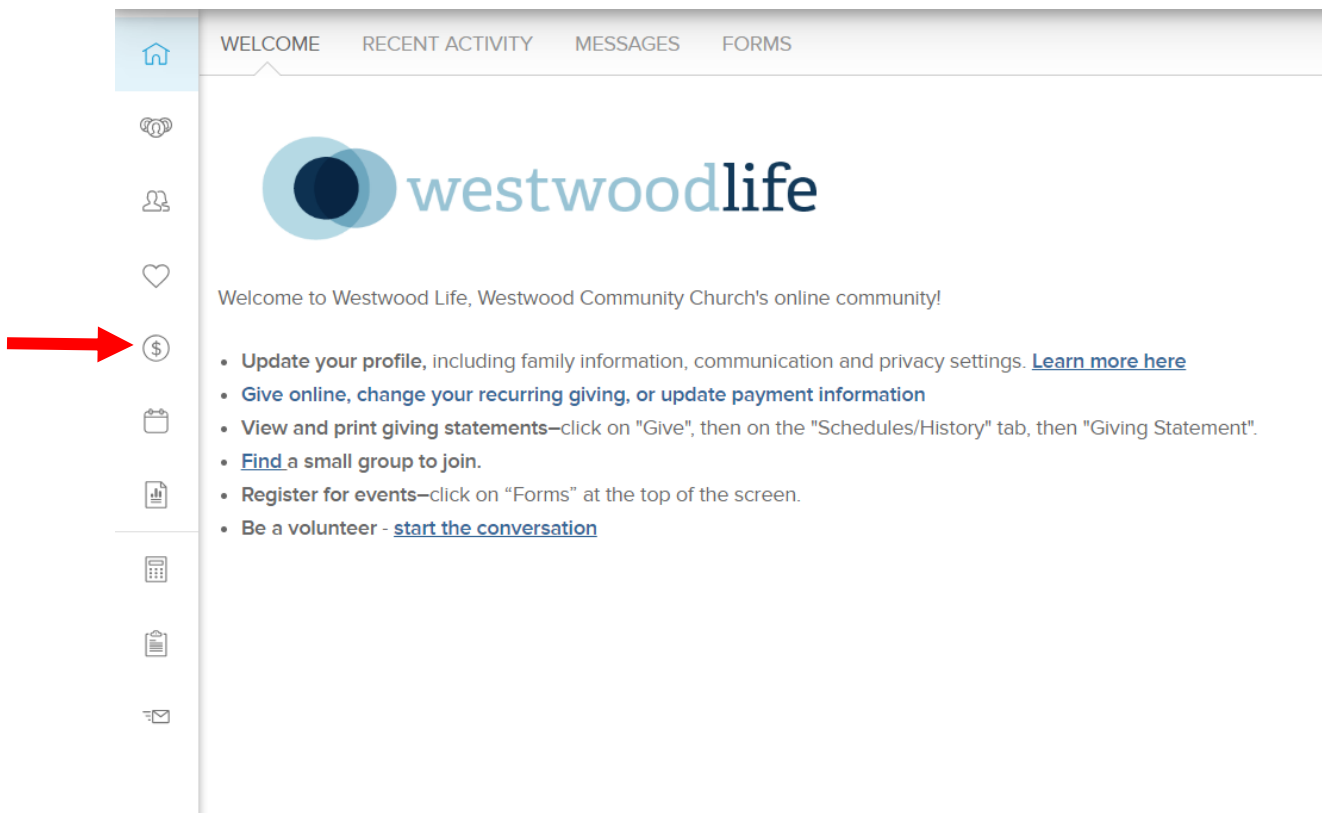
This field is required

Keep me logged in for 30 days

LOGIN

Request Account Forgot Password?

2. Click on the “My Giving” icon in the left-hand navigation bar which looks like a dollar sign.



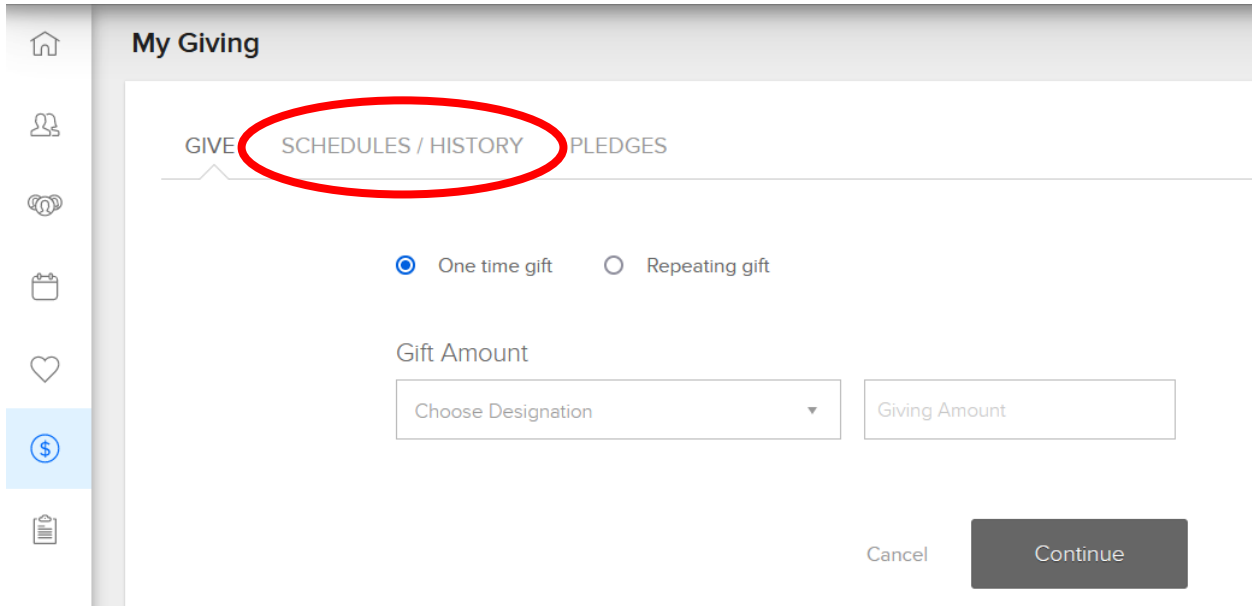
WELCOME RECENT ACTIVITY MESSAGES FORMS

westwoodlife

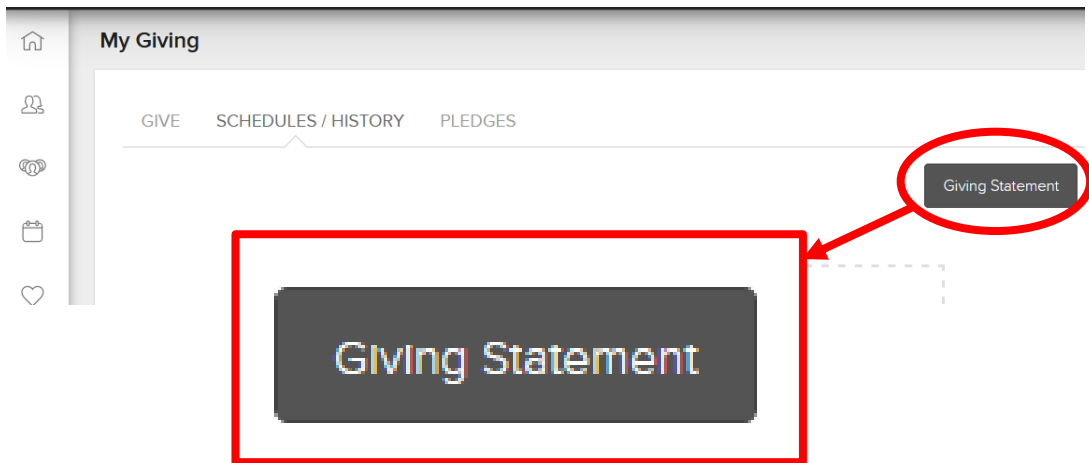
Welcome to Westwood Life, Westwood Community Church's online community!

- 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](#)

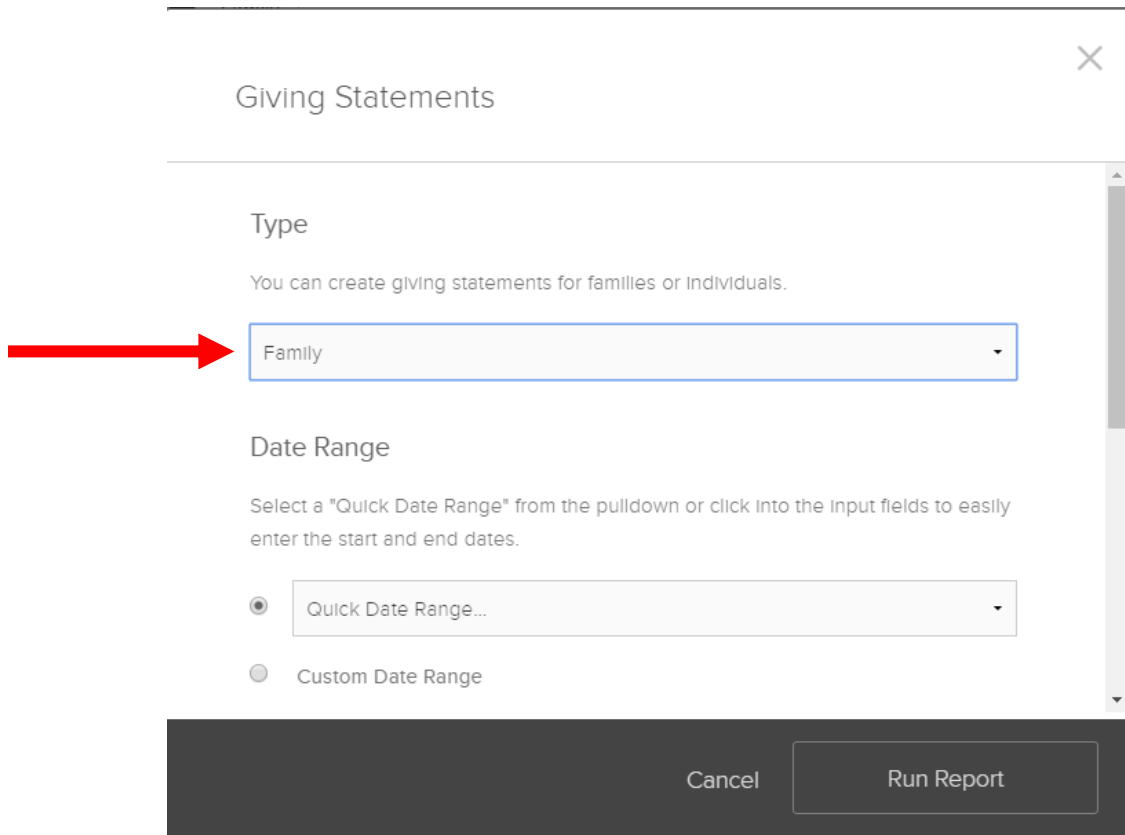
3. Then, click on the “Schedules/History” tab on the top bar.



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

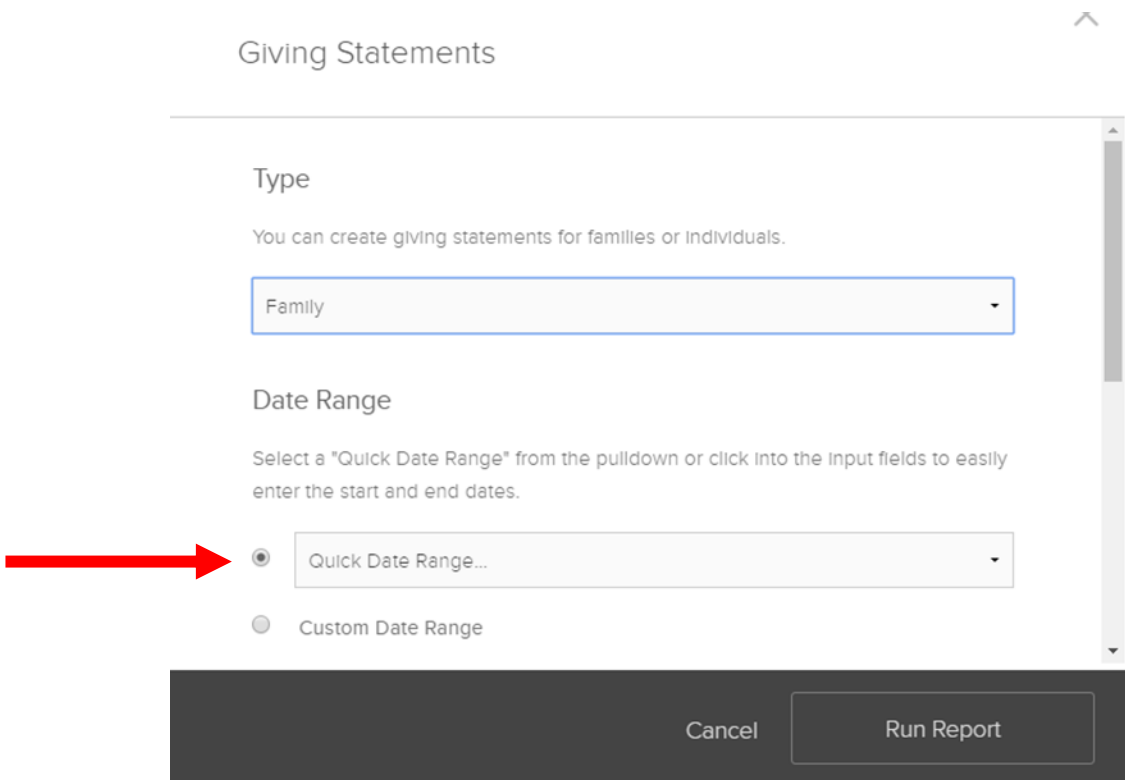


5. Under the drop-down menu for “Type” select “individual” to show only your giving history or select “family” to include the entire family’s giving history in your statement.



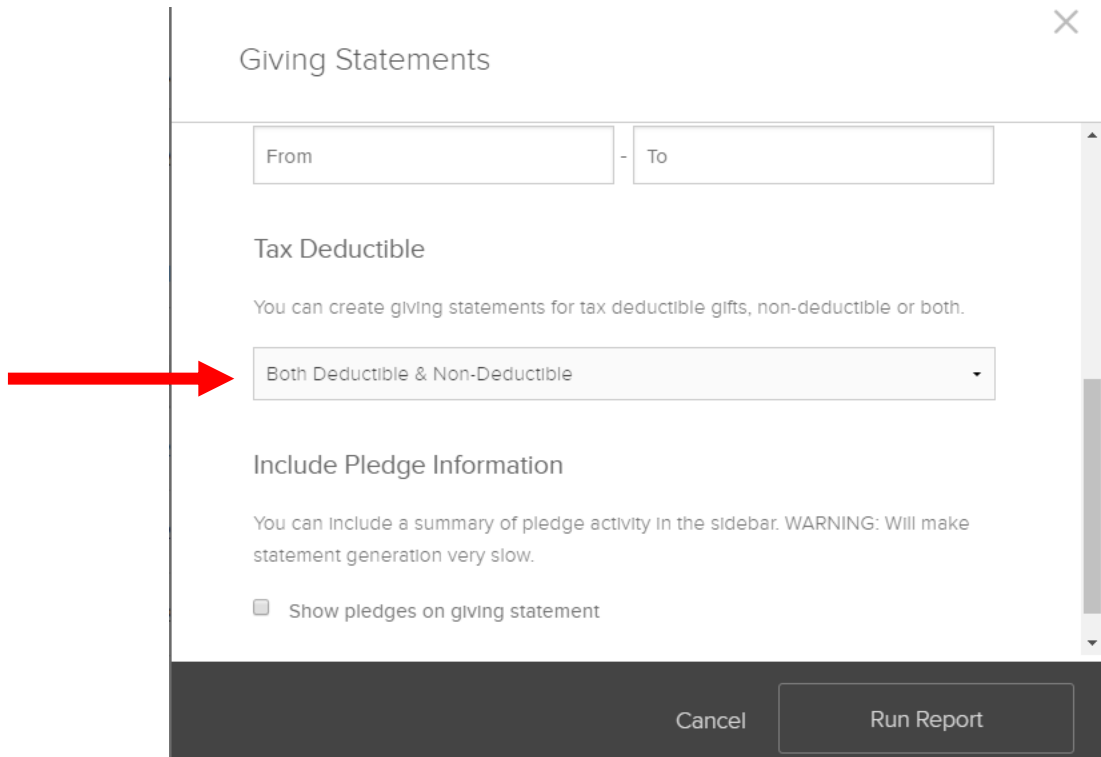
The screenshot shows a dialog box titled "Giving Statements" with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath, the "Type" section is labeled "Type" and includes the text "You can create giving statements for families or individuals." Below this text is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

6. To access your giving statement, select your preferred timeframe 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.



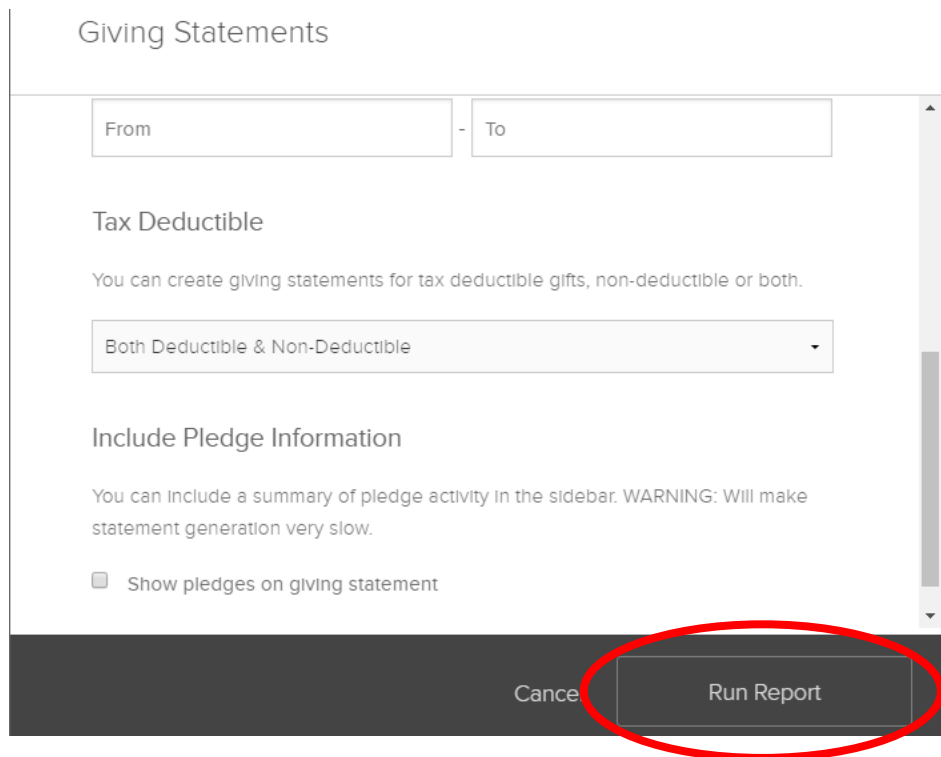
The screenshot shows the same "Giving Statements" dialog box. In this view, the "Type" dropdown menu still shows "Family". The "Date Range" section is the focus, with the text "Select a 'Quick Date Range' from the pulldown or click into the input fields to easily enter the start and end dates." Below this text, the "Quick Date Range..." radio button is selected, and a red arrow points to it. The "Custom Date Range" radio button is unselected. The footer bar with "Cancel" and "Run Report" buttons is also visible.

7. 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 dialog box 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 the "Tax Deductible" section, which includes a sub-header and a descriptive sentence: "You can create giving statements for tax deductible gifts, non-deductible or both." Below this is a dropdown menu currently set to "Both Deductible & Non-Deductible". A red arrow points to this dropdown menu. Further down is the "Include Pledge Information" section, with a warning: "You can include a summary of pledge activity in the sidebar. WARNING: Will make statement generation very slow." Below this is a checkbox labeled "Show pledges on giving statement" which is currently unchecked. At the bottom of the dialog are two buttons: "Cancel" and "Run Report".

8. 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" dialog box. The "Both Deductible & Non-Deductible" dropdown menu is still selected. In this version, the "Run Report" button at the bottom right is circled in red.

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