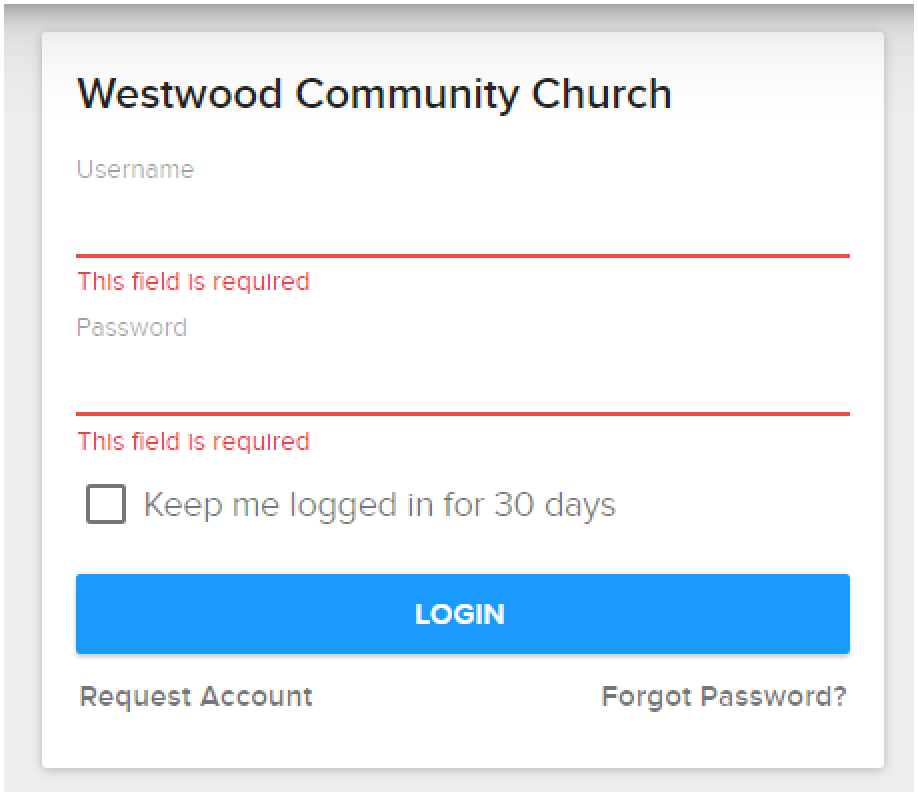
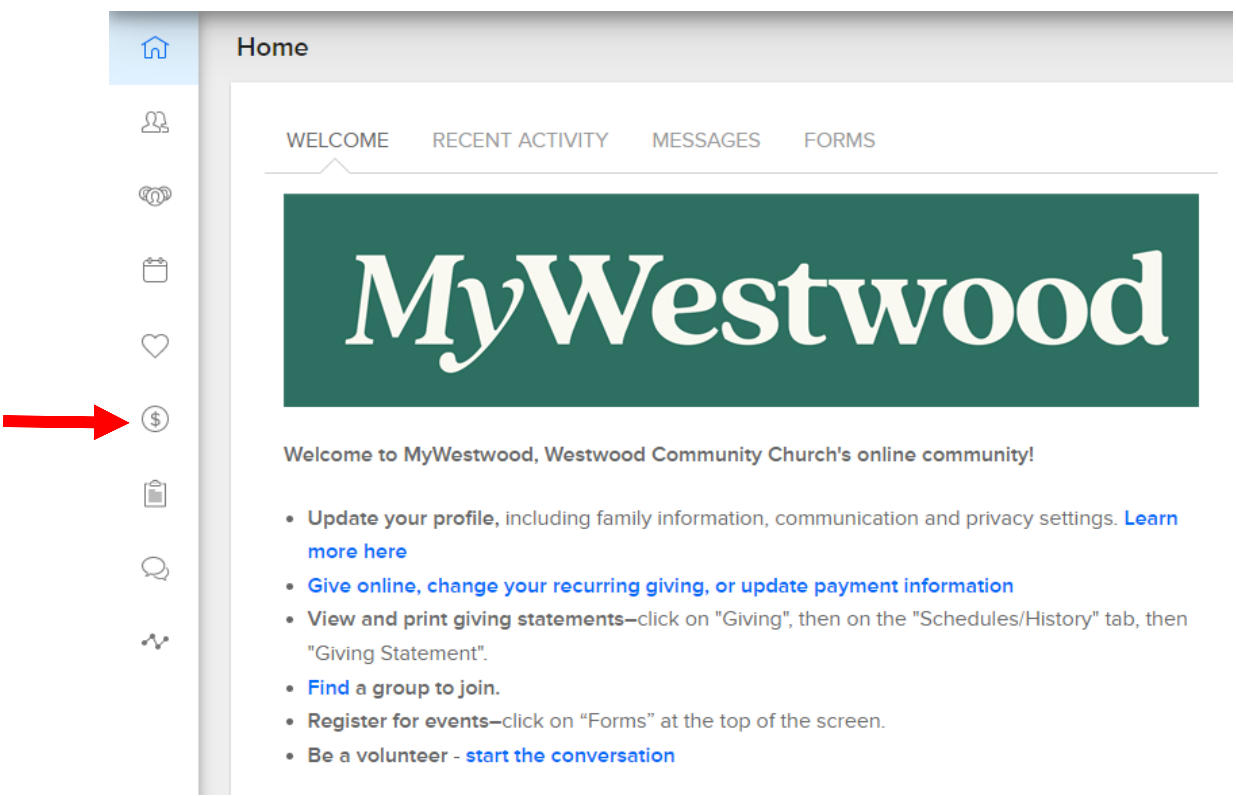
How to View and Print your Westwood Community Church Giving Statement

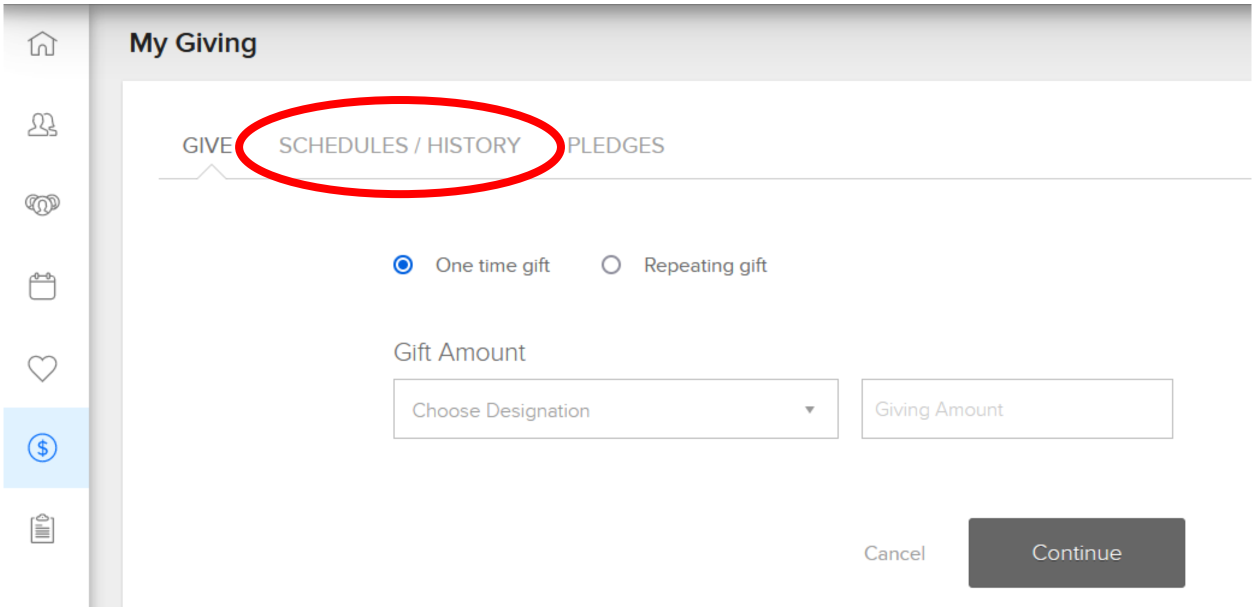
1. Go to westwoodcc.ccbchurch.com and log in to your *My*Westwood account. If you have not yet created a login to *My*Westwood, select "Request Account" and follow the instructions before continuing to the next step.



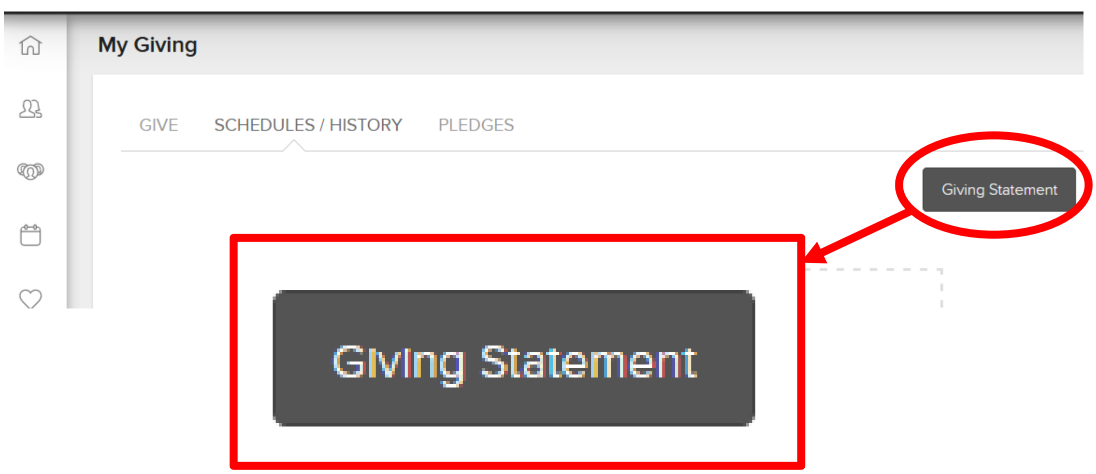
2. Click on the "My Giving" icon in the left-hand navigation bar which looks like a dollar sign.



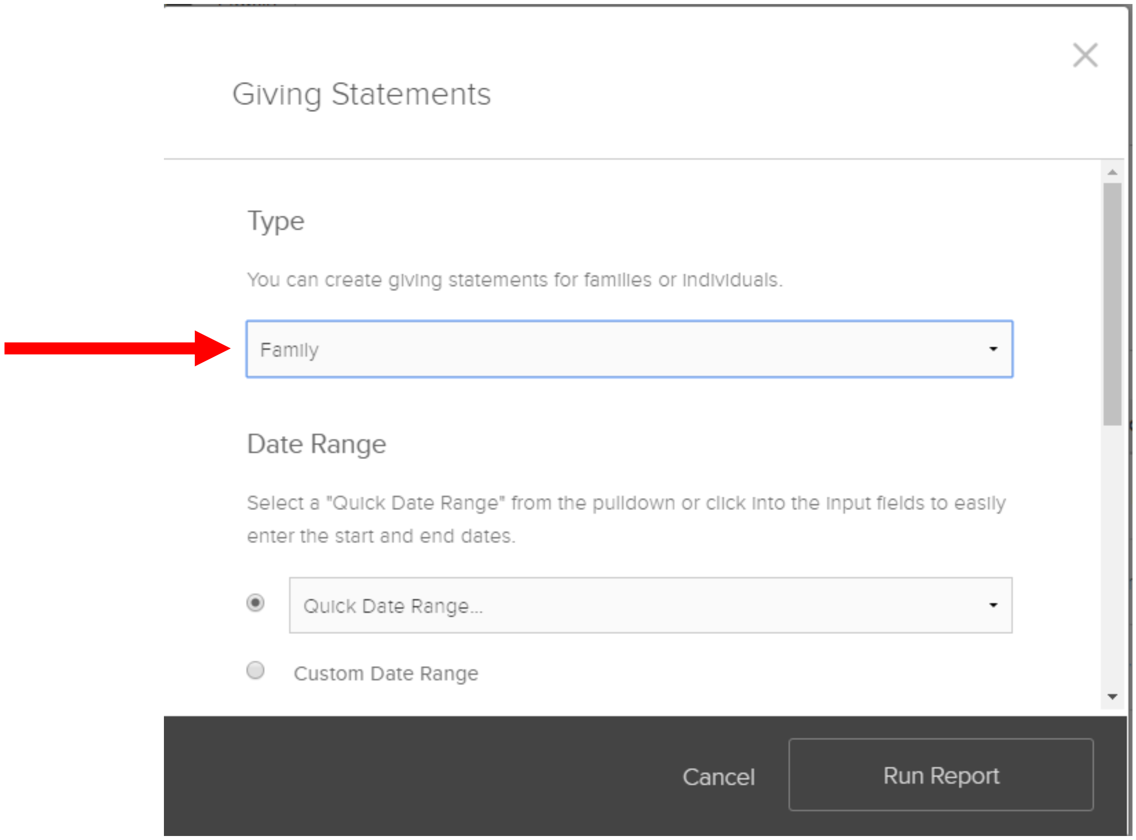
3. Then, click on the “Schedules/History” tab on the top bar.



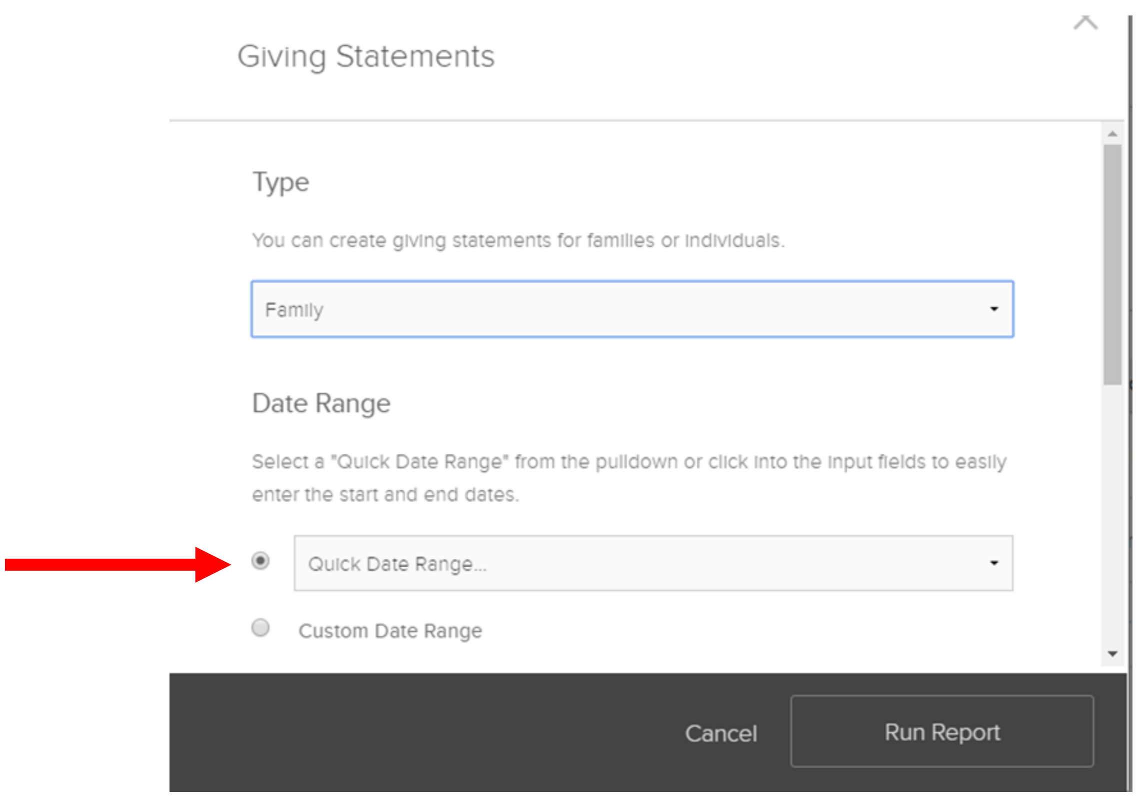
4. Next click the gray “Giving Statement” box on the upper right-hand corner of the screen.



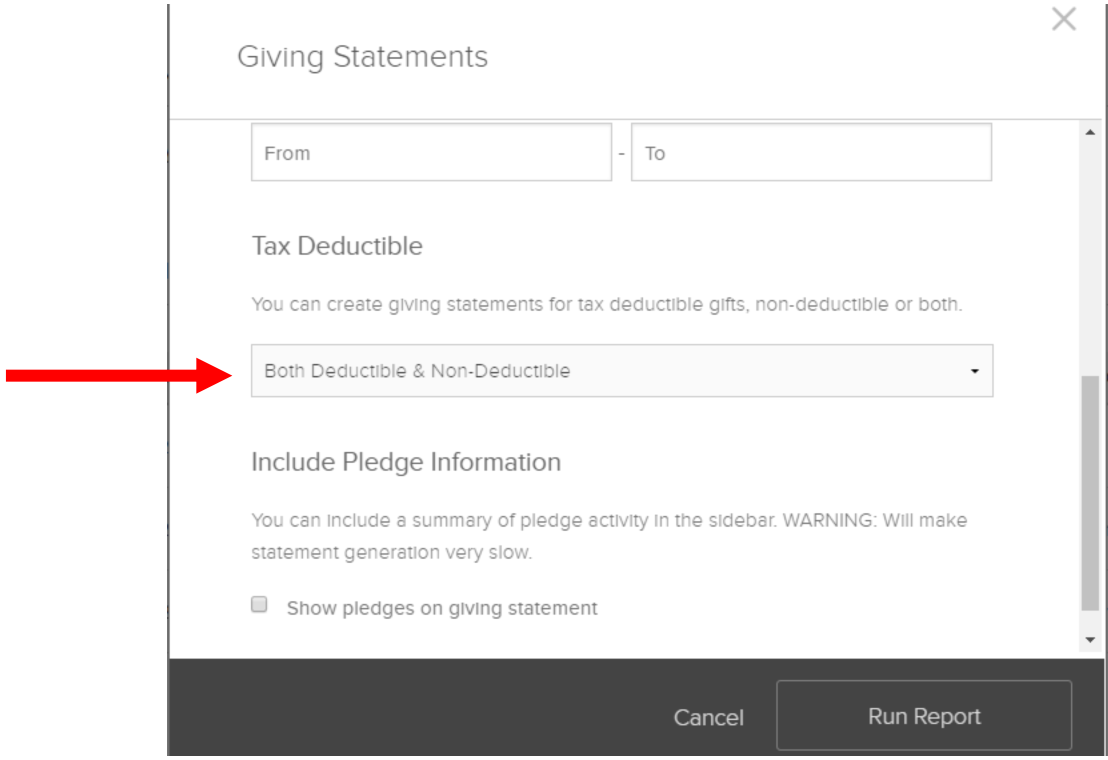
5. Under the drop-down menu for “Type” select “individual” to show only your giving history or select “family” to include the entire family’s giving history in your statement.



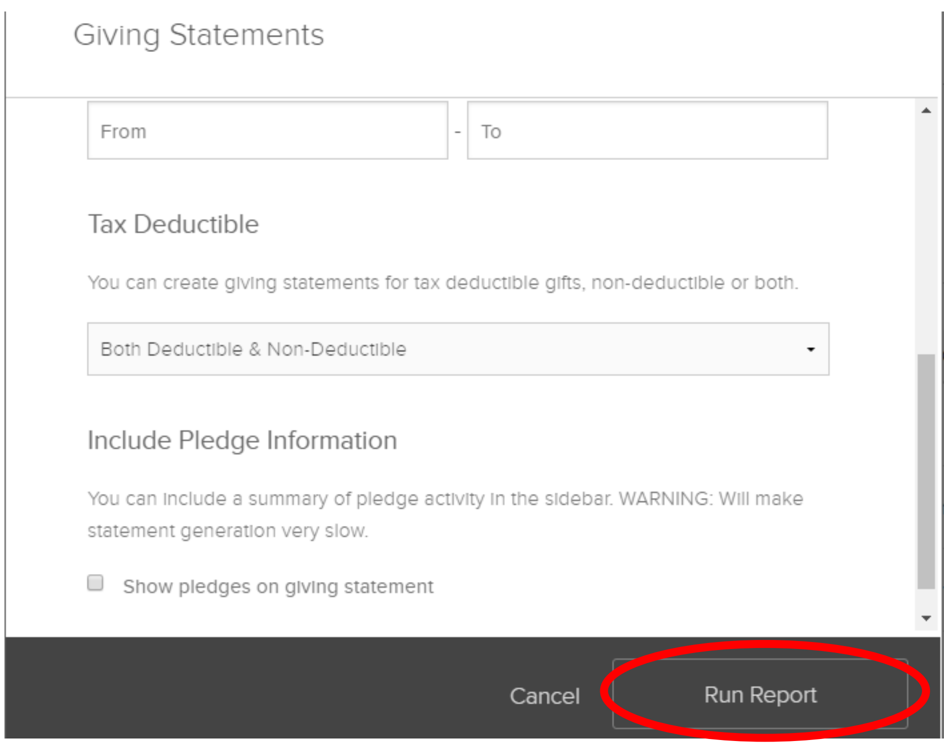
6. To access your giving statement, select your preferred timeframe in the drop down menu within the “Quick Date Range” section. You may also select custom dates for a particular date range in the “Custom Date Range” field.



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.



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.



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