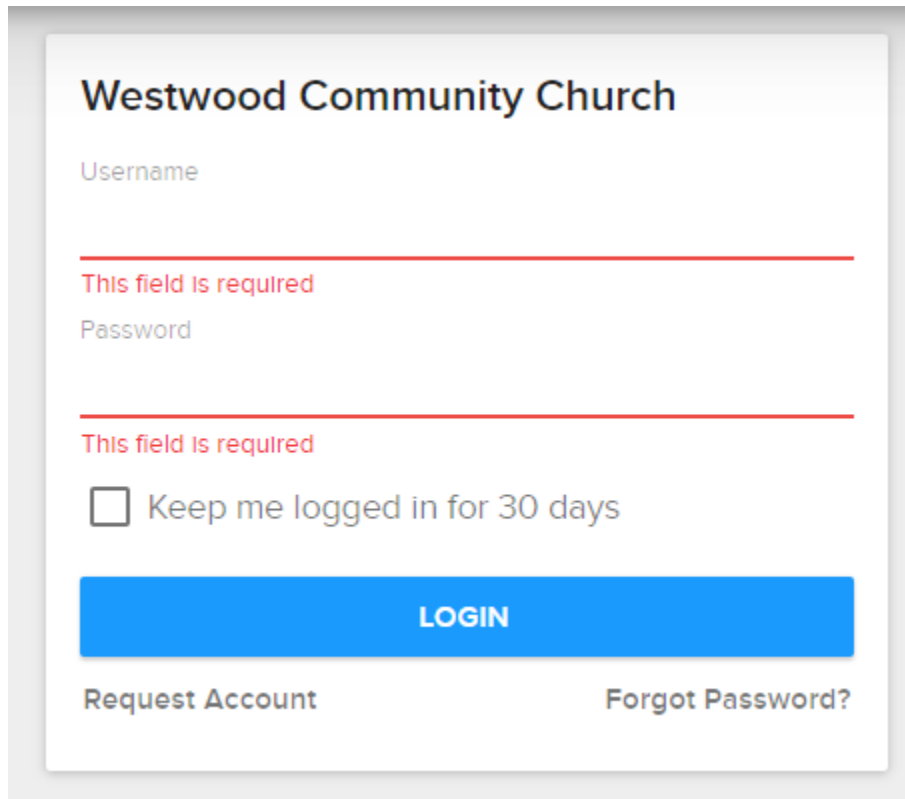


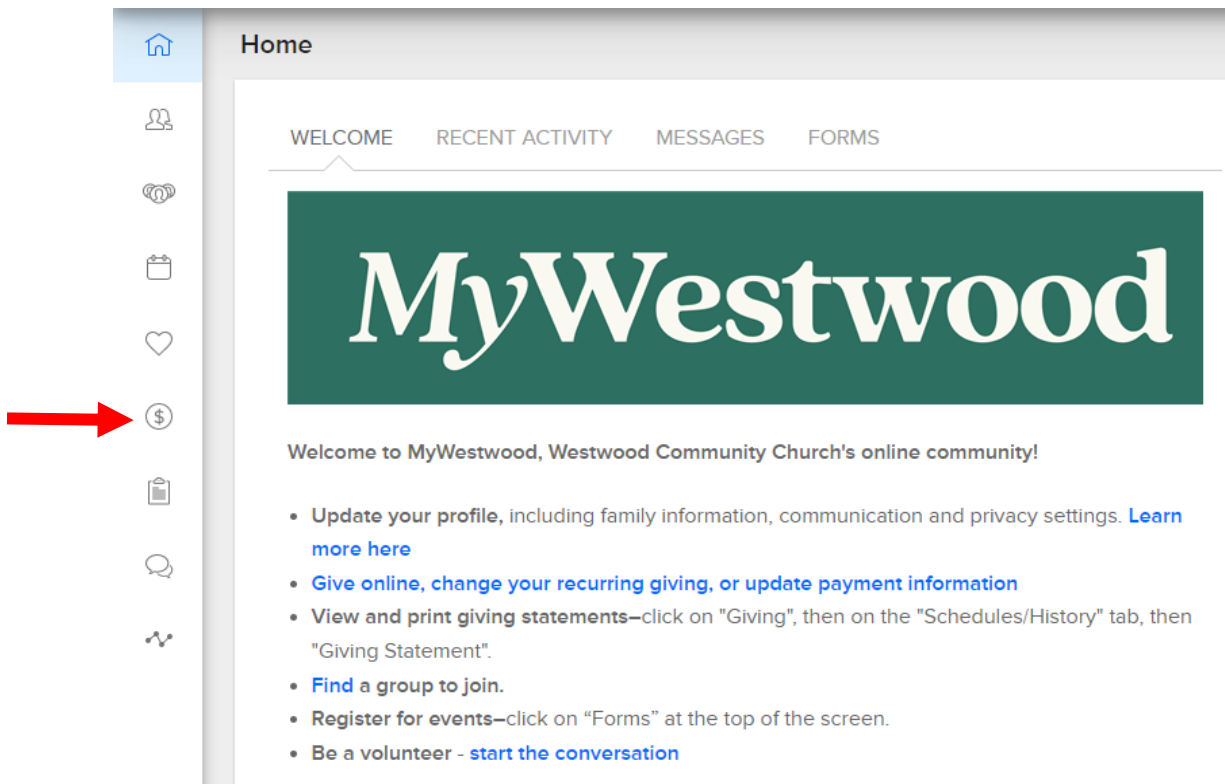
## How to View and Print your Westwood Community Church Giving Statement

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



The screenshot shows the login page for Westwood Community Church. At the top, it says "Westwood Community Church". Below that are two input fields: "Username" and "Password". Each field has a red horizontal line underneath it with the text "This field is required" in red. Below the password field is a checkbox labeled "Keep me logged in for 30 days". At the bottom of the form is a large blue button labeled "LOGIN". Below the button are two links: "Request Account" on the left and "Forgot Password?" on the right.

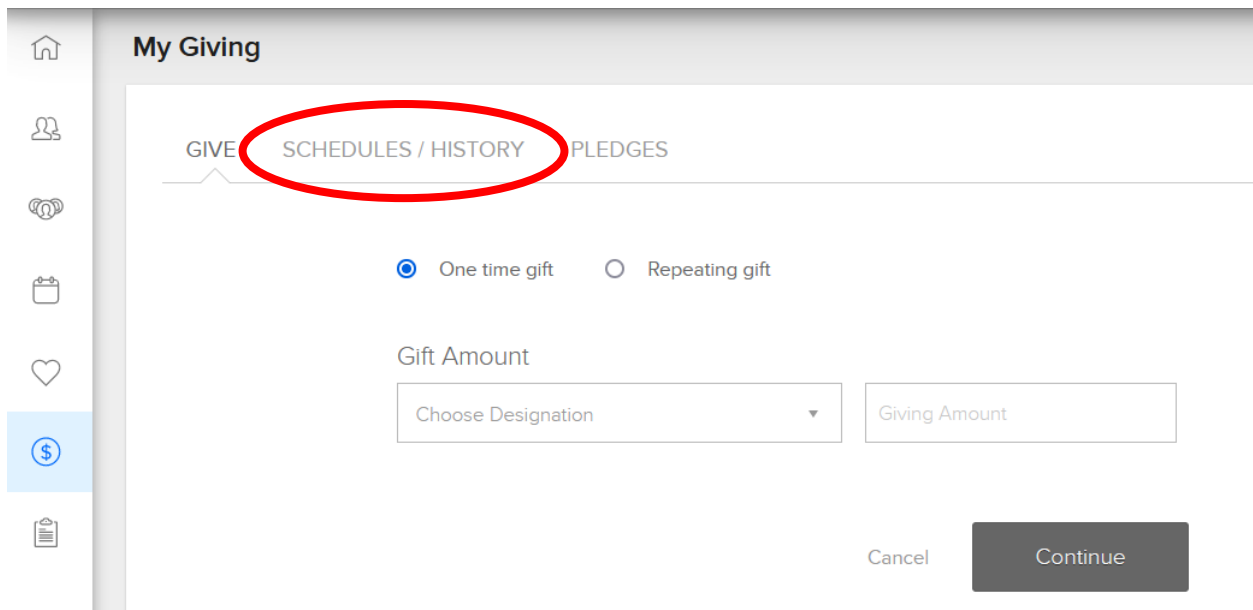
2. Click on the "My Giving" icon in the left-hand navigation bar which looks like a dollar sign.



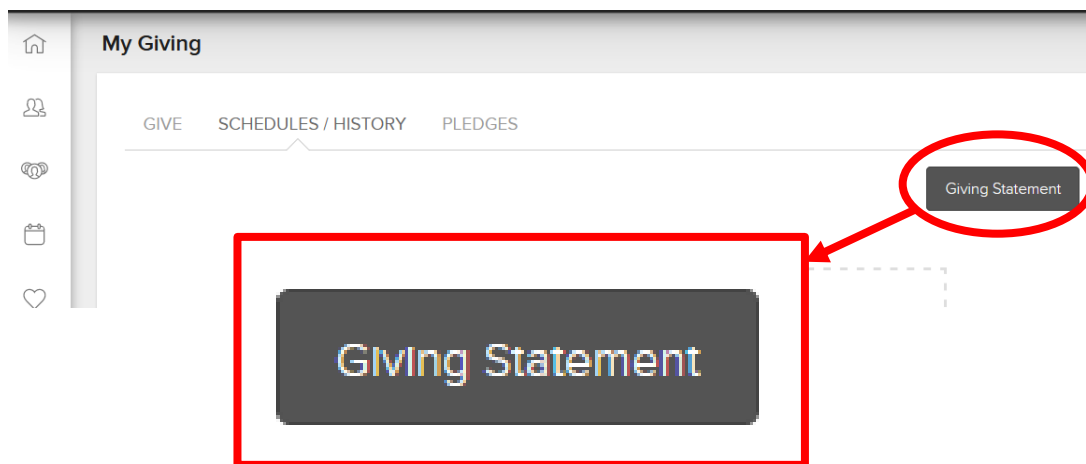
The screenshot shows the MyWestwood user interface. On the left is a vertical navigation bar with several icons: a home icon, a person icon, a heart icon, a calendar icon, a heart icon, a dollar sign icon (highlighted with a red arrow), a document icon, a speech bubble icon, and a group of people icon. The main content area has a header with "Home" and a navigation menu with "WELCOME", "RECENT ACTIVITY", "MESSAGES", and "FORMS". Below the navigation menu is a large green banner with the text "MyWestwood" in white. Below the banner is a welcome message: "Welcome to MyWestwood, Westwood Community Church's online community!". Below the welcome message is a list of bullet points:

- 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 "Giving", then on the "Schedules/History" tab, then "Giving Statement".
- Find a group to join.
- Register for events—click on "Forms" at the top of the screen.
- Be a volunteer - [start the conversation](#)

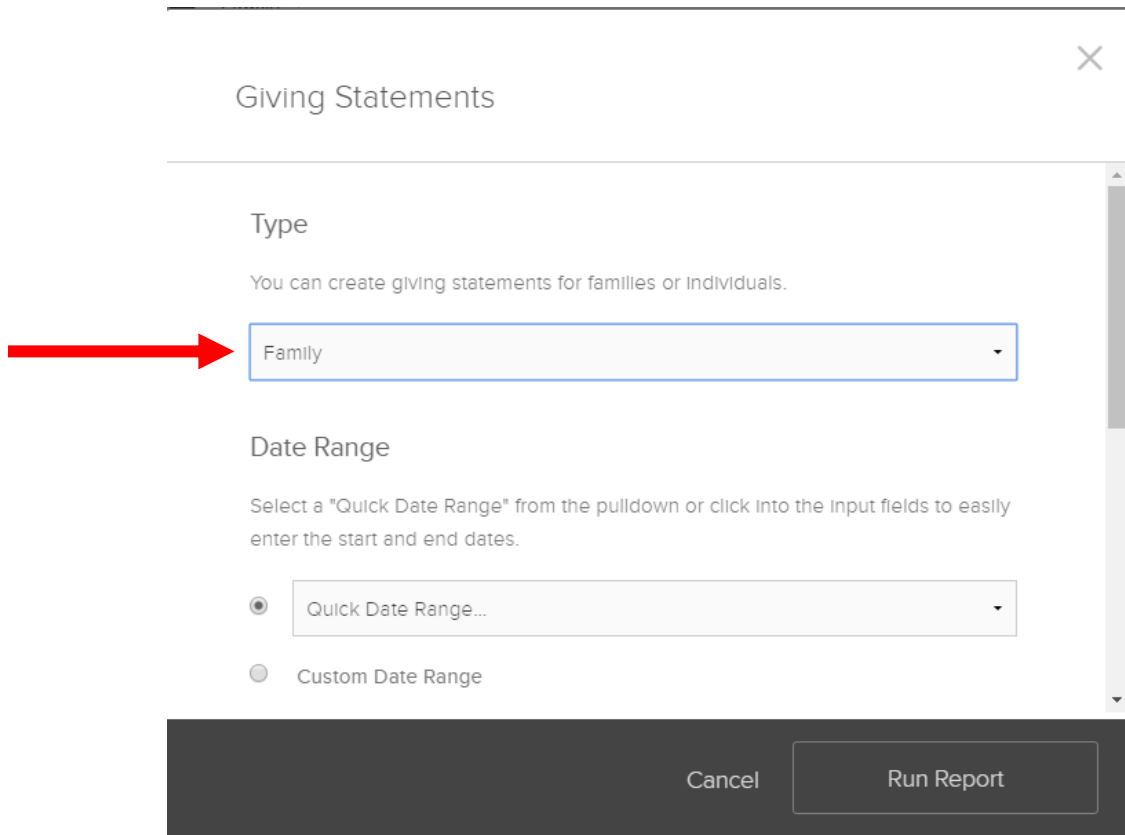
3. Then, click on the “Schedules/History” tab on the top bar.



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

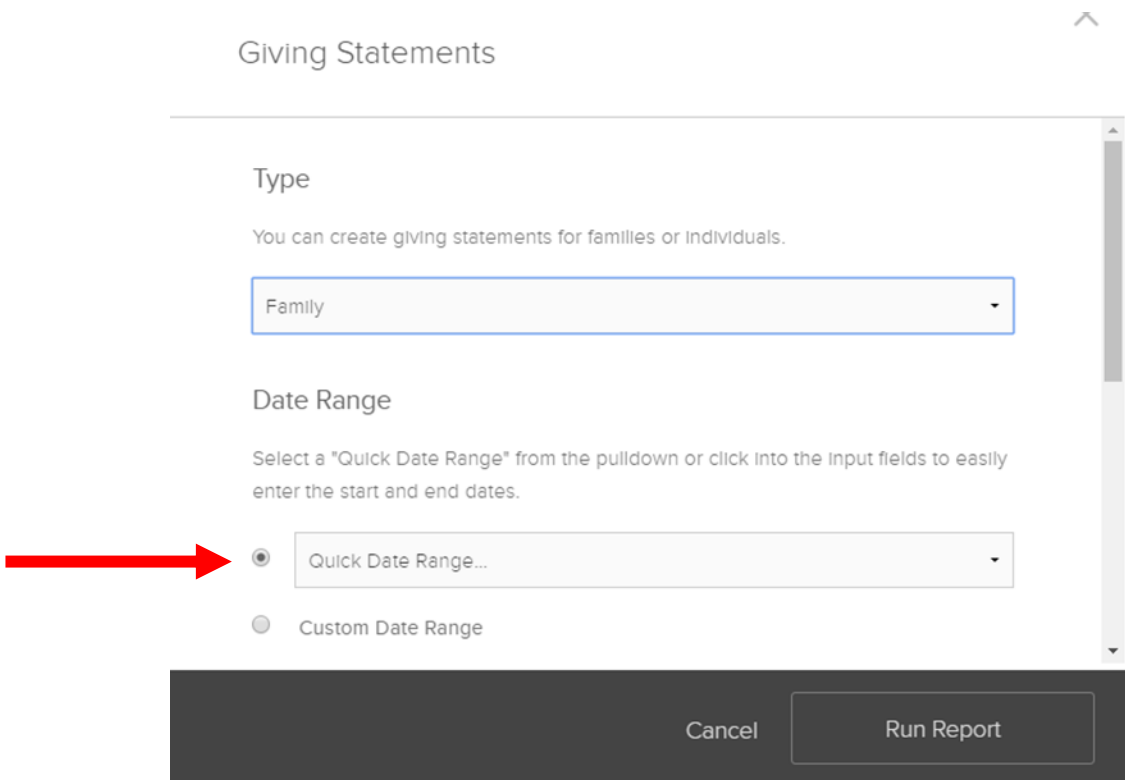


5. Under the drop-down menu for “Type” select “individual” to show only your giving history or select “family” to include the entire family’s giving history in your statement.



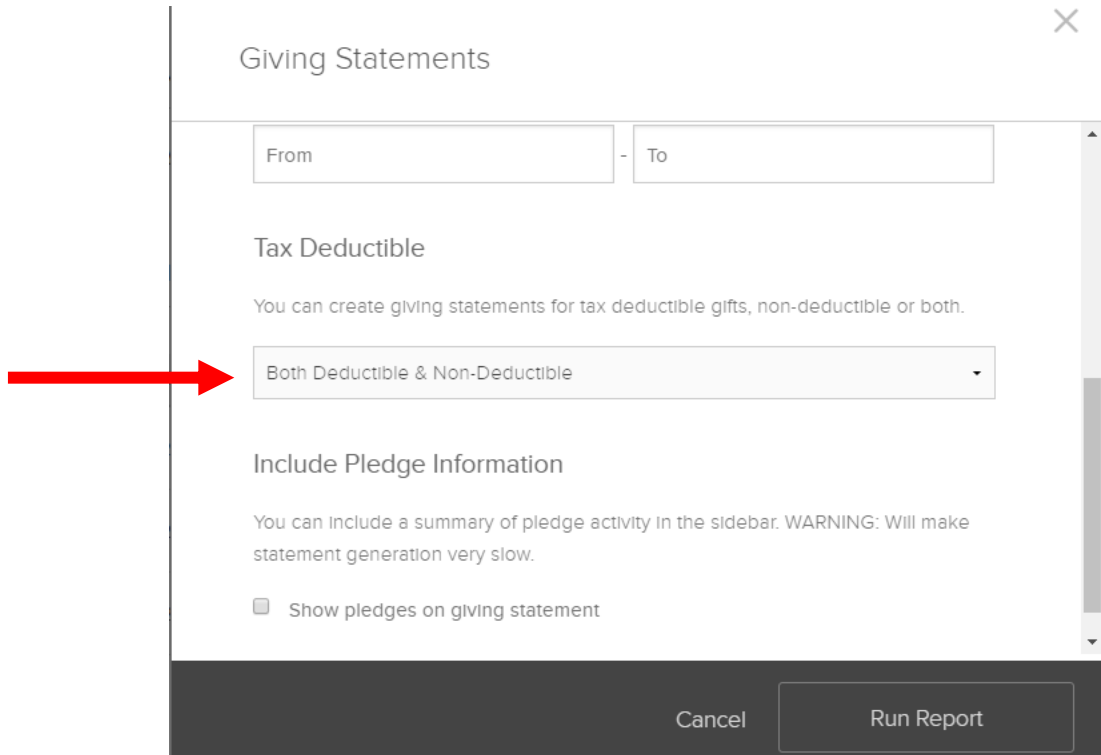
The screenshot shows a dialog box titled "Giving Statements" with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath, the "Type" section has the text "You can create giving statements for families or individuals." followed by a dropdown menu currently displaying "Family". 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." 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".

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.



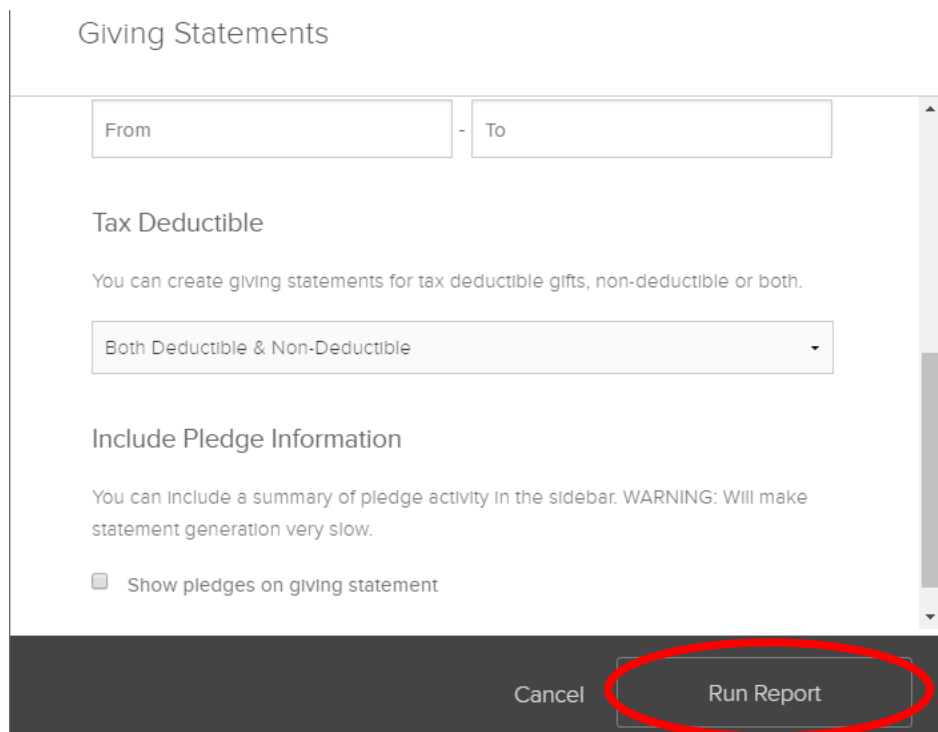
This screenshot is similar to the one above, showing the "Giving Statements" dialog box. In this view, the "Type" dropdown still shows "Family". The "Date Range" section is the focus, with a red arrow pointing to the "Quick Date Range..." radio button, which is now selected. The "Custom Date Range" radio button is unselected. The "Cancel" and "Run Report" buttons remain at the bottom.

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 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 the "Tax Deductible" section, which includes a sub-header, a descriptive sentence, and a dropdown menu currently set to "Both Deductible & Non-Deductible". A red arrow points to this dropdown menu. Underneath is the "Include Pledge Information" section with another descriptive sentence and a checkbox labeled "Show pledges on giving statement". At the bottom of the form 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" form. The only difference is that the "Run Report" button at the bottom right is circled in red, indicating the next step in the process.

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