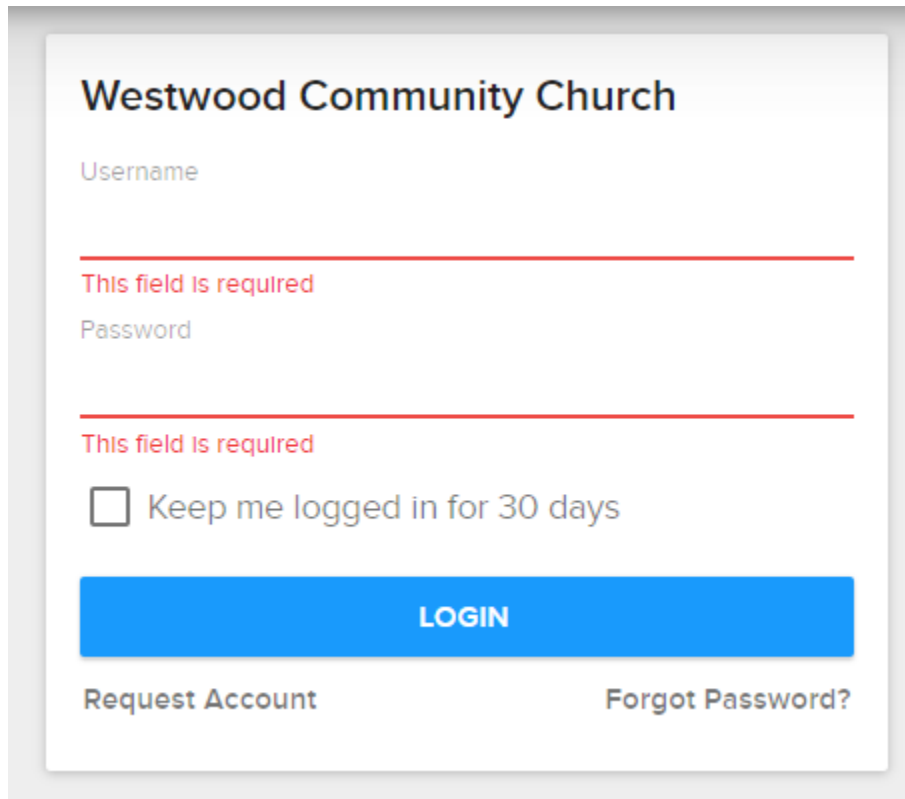


How to View and Print your Westwood Community Church Giving Statement

1. Go to 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.



Westwood Community Church

Username

This field is required

Password

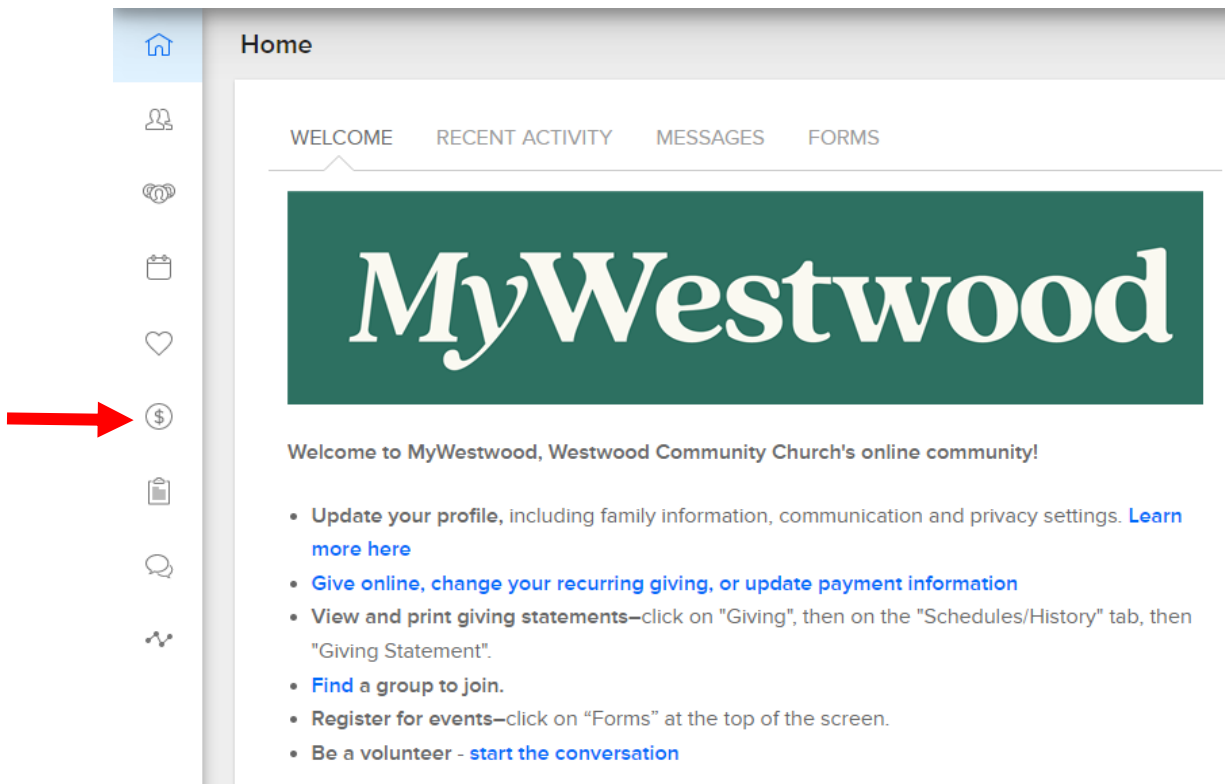
This field is required

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.



Home

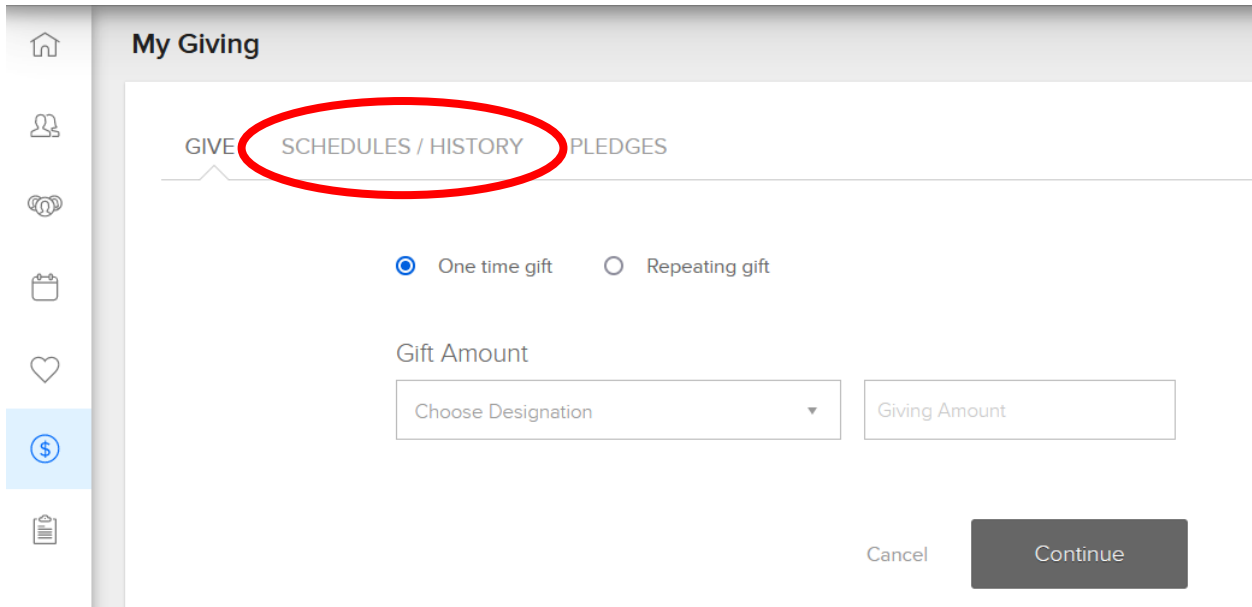
WELCOME RECENT ACTIVITY MESSAGES FORMS

MyWestwood

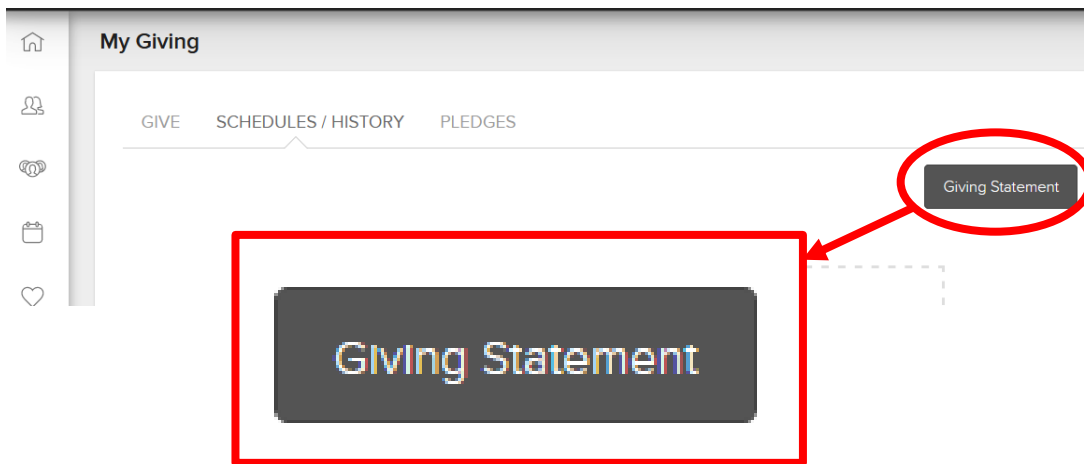
Welcome to MyWestwood, Westwood Community Church's online community!

- 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 "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](#)

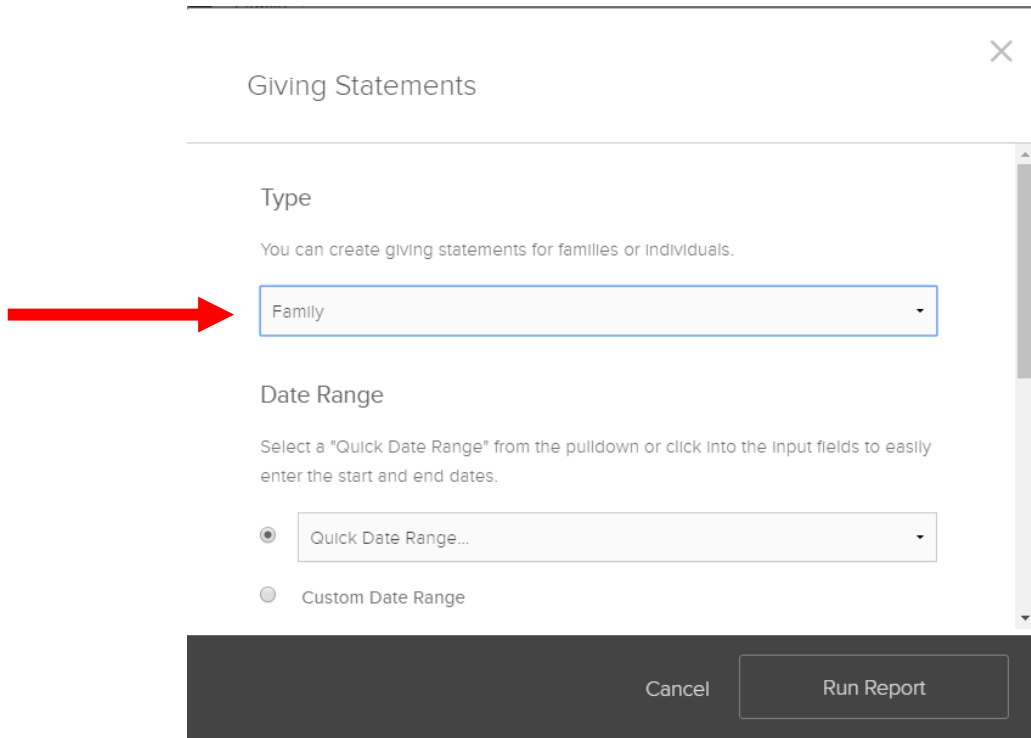
3. Then, click on the “Schedules/History” tab on the top bar.



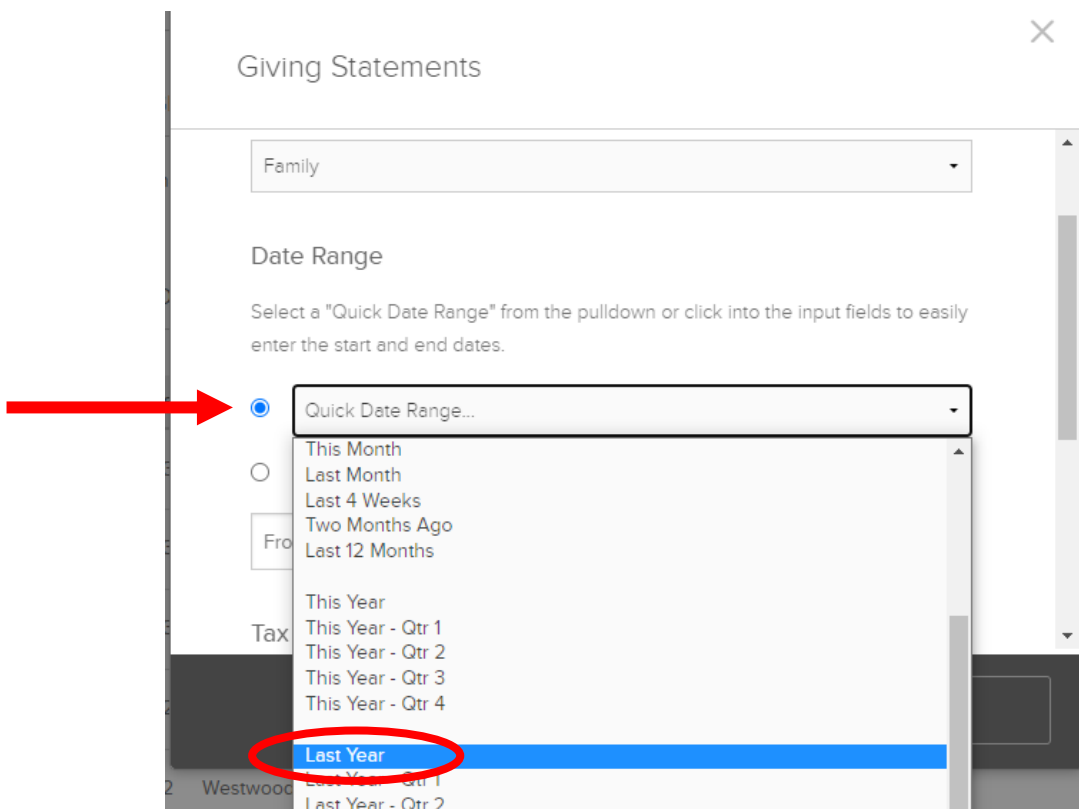
4. Next click the gray “Giving Statement” box on the upper right-hand corner of the screen.



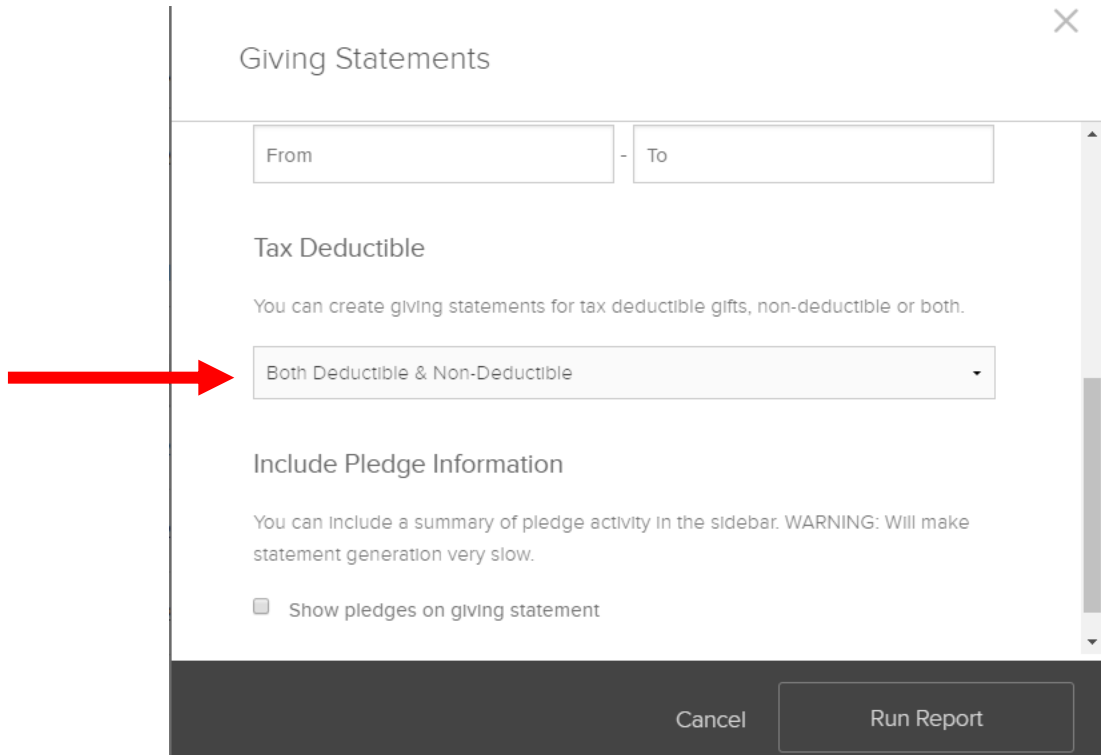
5. Under the drop-down menu for “Type” select “individual” to show only your giving history or select “family” to include the entire family’s giving history in your statement.



6. Select your preferred timeframe in the drop-down menu within the “Quick Date Range” section. Scroll down to “**Last Year**” for 2022 giving. You may also select custom dates for a particular date range in the “Custom Date Range” field.

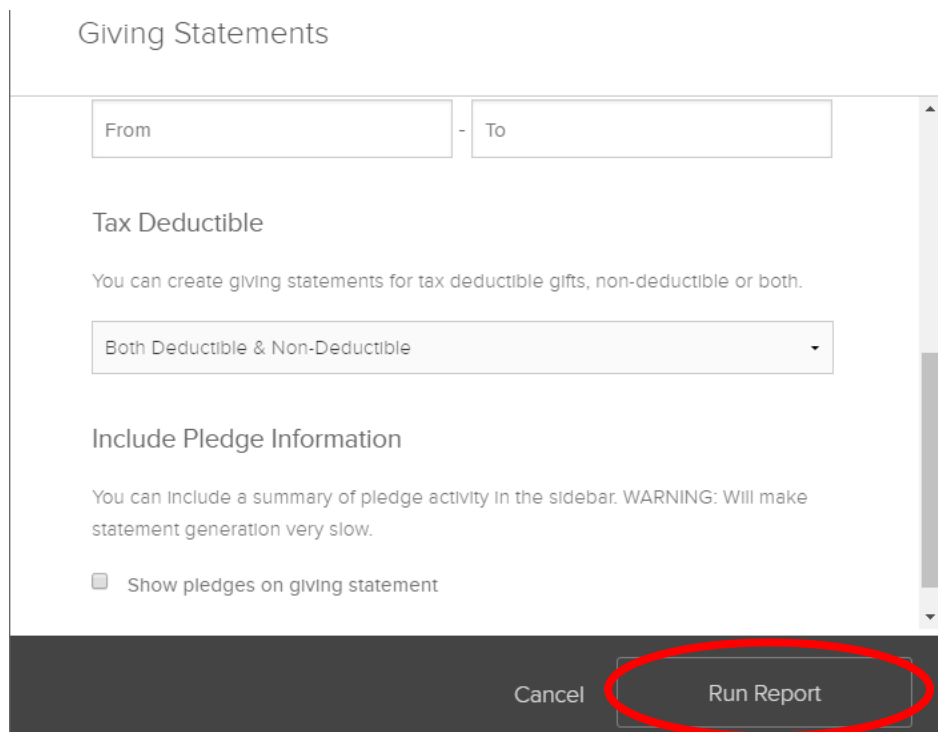


7. In the “Tax Deductible” section you may narrow down your search to include Deductible & Non-deductible gifts, or just one of these types of gifts.



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. Below the dropdown 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".

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 "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.