

# Accessing Your Giving Statement

In Church Community Builder

Church Community Builder (CCB) is the software that Epicentre uses to track our donations, manager our contact information and more. Each person who gives to any of Epicentre's ministries has a profile in CCB which can be viewed and edited online. From the profile page in CCB you can also see your recent giving and print out your giving statements. You can access CCB at <https://epicentrepasadena.ccbchurch.com/> or follow the link on Epicentre's website.

When reviewing your giving statement, please be aware that CCB is only fully updated on a monthly basis, so your most recent giving may not show up. You can continue to login and access your giving records throughout the year.

## Quick Steps to Access Your Giving Statement

Simple Steps for Downloading Your Personal Giving Records:

1. Login at <https://epicentrepasadena.ccbchurch.com/>. If you need to create a login, follow the activation link in the activation email.
2. Click on your name in the upper right-hand corner of your home page.
3. Click on "Profile" in the dropdown.
4. On your profile page, click on the tab labeled "Financial".
5. Click on "Giving Statements" listed under the heading "Printable Statements".
6. Under Type select Family (for husband and wife) or Individual (for single).
7. Under Date Range click on Quick Date Range choose "Year to Date" or "Last Year" depending on what you need.
8. Under Tax Deductible click on Deductible Only.
9. Click Create at the bottom of the screen.
10. A PDF will be created for you to save and/or print for your records.

If you have difficulties with these "Quick Steps," follow the detailed instructions below.

## Other Things You Can Do With CCB

CCB has a lot of capabilities beyond just recording our giving. Click on your name and you can adjust your privacy settings. By default, people won't be able to see your contact information unless you are in a group with them.

CCB can be used to organize events and maintain an email list. We are already using it to check in children and manage email lists. In January we will use it to distribute receipts for tax-deductible donations. We will only mail hard copies of the receipts upon request.



## Detailed Instructions for Accessing Your Giving Statement

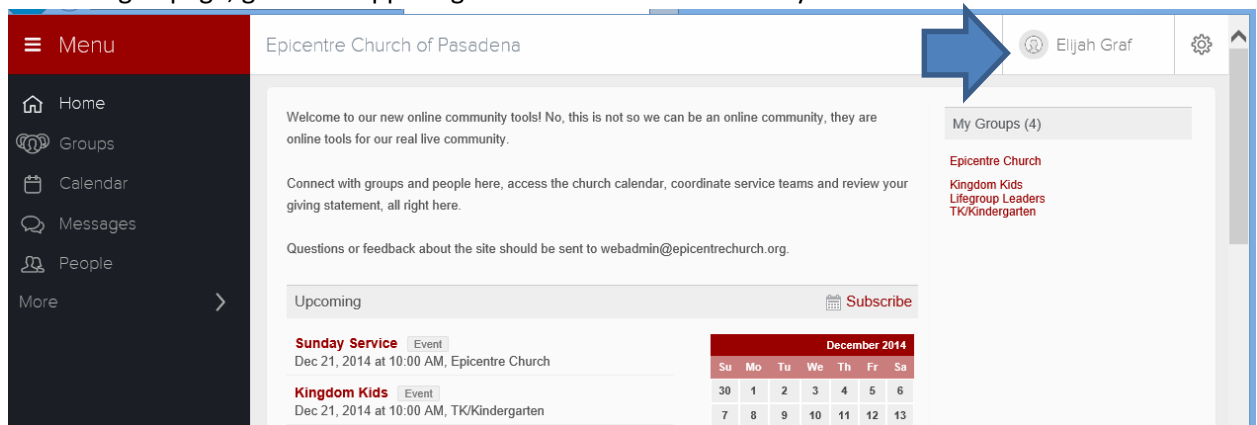
### Setting Up Your Account

You should have received an email with a link to activate your account. Follow this link to create a password. Your email address will be your username, but you can change this once you log-in (click on your name in the upper right-hand corner of the page and select “username/password”). If you didn’t receive this link, it is probably because we don’t have a correct email address for you in the CCB system, or your server is blocking the activation email as spam. If you think you should have gotten an activation email, please check your spam box. If you can’t find an activation email, you can request access at <https://epicentrepasadena.ccbchurch.com/>.

Once you have logged in, please make sure your address and other information is up-to-date.

### Checking Your Giving

1. Log-in to CCB using your username and password, or the activation email that will allow you to set your password. If you can’t remember your username and password, there is a link on the page for requesting a reset.
2. On the log-in page, go to the upper right hand corner and click on your name.



3. Click on "Profile".

The screenshot shows the home page of the Epicentre Church of Pasadena website. On the left is a dark sidebar menu with options: Home, Groups, Calendar, Messages, People, and More. The main content area includes a welcome message, a list of upcoming events (Sunday Service, Kingdom Kids, Selahbots Christmas party, Sunday Service), and a calendar for December 2014. A user menu in the top right corner, for 'Elijah Graf', is open, and a blue arrow points to the 'Profile' option. Other menu items include Communication Settings, Edit Profile, Availability To Serve, Username / Password, Privacy Settings, and Logout.

4. On your profile page, click on the financial tab.

The screenshot shows the profile page for 'Elijah Graf'. The profile header includes a placeholder for a profile picture and a 'View Map' button. Below the header is a navigation bar with tabs: Activity, Family, Info, Financial, and Serving Availability. A blue arrow points to the 'Financial' tab. To the right of the profile is an 'Actions' sidebar with options like 'Send an email', 'Fill out a form...', 'Download contact card', and 'Profile Settings'.

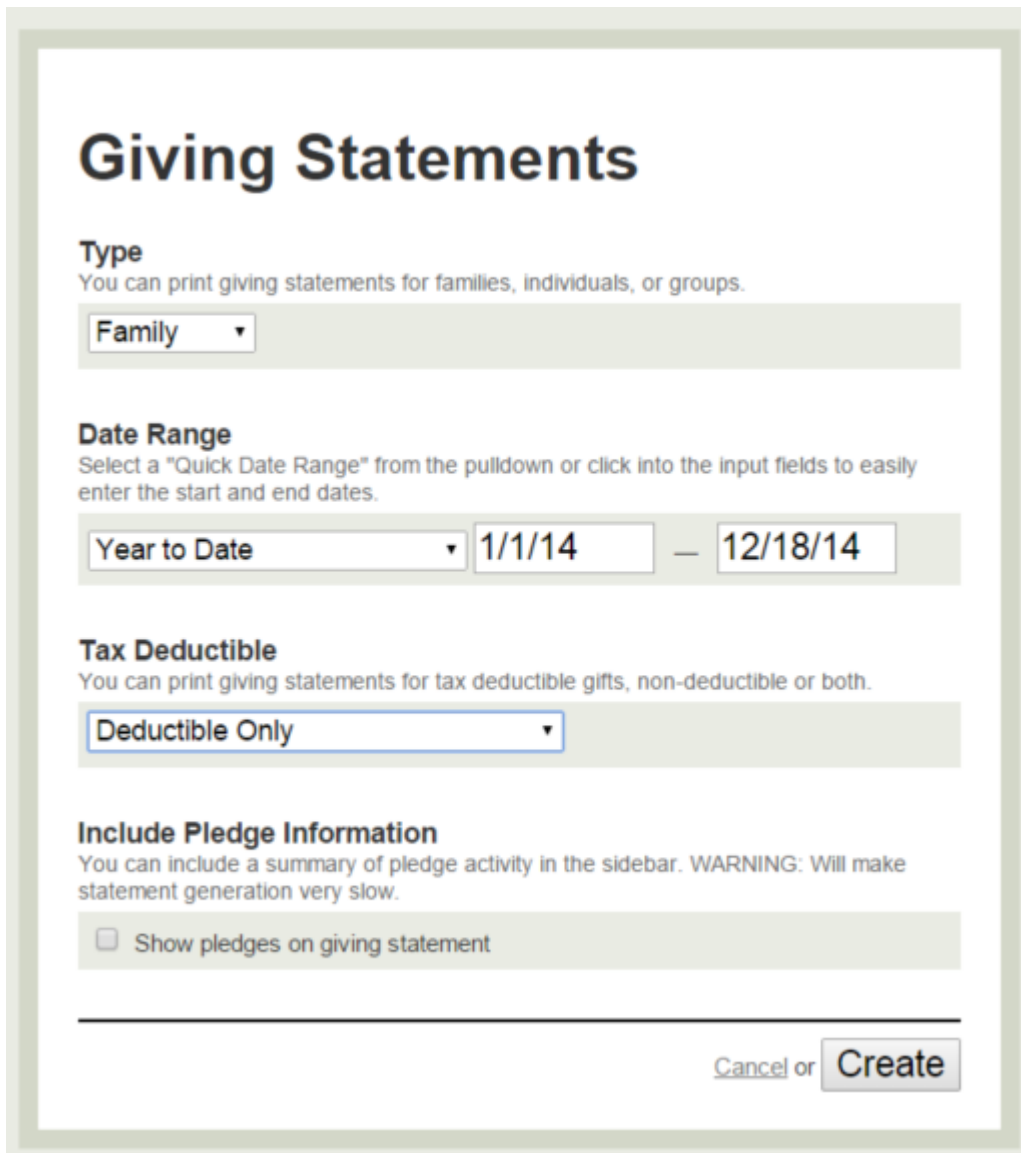


5. You should see your recent giving. To print out your giving statement, click on the link.

The screenshot shows a web interface for the 'Epicentre Church of Pasadena'. At the top, there is a search bar and the user's name 'Elijah Graf'. A dark sidebar on the left contains a 'Menu' with options: Home, Groups, Calendar, Messages, People, and More. The main content area is titled 'Elijah Graf' and features a profile picture placeholder and a 'View Map' button. Below this, there are tabs for 'Activity', 'Family', 'Info', 'Involvement', 'Financial', and 'Serving Availability'. The 'Financial' tab is active, showing a sub-tab 'Individual'. Underneath, there are sections for 'Recent Transactions', 'Pledges', 'Printable Statements', 'Giving Statement', and 'Pledge Statement'. A blue arrow points to the 'Giving Statement' link. At the bottom, a table titled 'My Repeating Gifts' is partially visible with columns for 'Description', 'Amount', 'Next', 'End', 'Don. Left', and 'Stop'. On the right side, there is an 'Actions' menu with options like 'Send an email', 'Fill out a form...', and 'Download contact card', along with 'Profile Settings' options.



6. Creating the report:
  - a. Under Type select Family (for husband and wife) or Individual (for single).
  - b. Under Date Range click on Quick Date Range choose "Year to Date" or "Last Year" depending on what you need.
  - c. Under Tax Deductible click on Deductible Only.
  - d. Click Create at the bottom of the screen.
  - e. A PDF will be created for you to save and/or print for your records.



**Giving Statements**

**Type**  
You can print giving statements for families, individuals, or groups.

Family ▾

**Date Range**  
Select a "Quick Date Range" from the pulldown or click into the input fields to easily enter the start and end dates.

Year to Date ▾ 1/1/14 — 12/18/14

**Tax Deductible**  
You can print giving statements for tax deductible gifts, non-deductible or both.

Deductible Only ▾

**Include Pledge Information**  
You can include a summary of pledge activity in the sidebar. WARNING: Will make statement generation very slow.

Show pledges on giving statement

[Cancel](#) or **Create**

7. If you have any questions, or see any discrepancies in your statement, please email [info@epicentrechurch.org](mailto:info@epicentrechurch.org).

