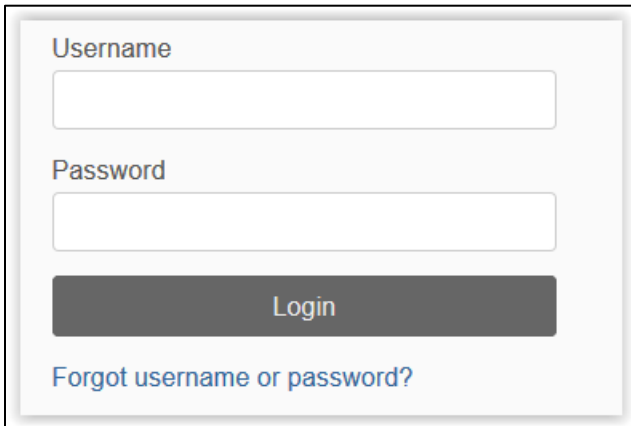


To see your giving statement at any time:

1. Log on to SRC Connect (<https://southridgefairmont.ccbchurch.com>)



A login form with two input fields: "Username" and "Password". Below the fields is a dark grey "Login" button. At the bottom left, there is a blue link that says "Forgot username or password?".

2. Click your name at the top right-hand corner, which will bring down a menu.



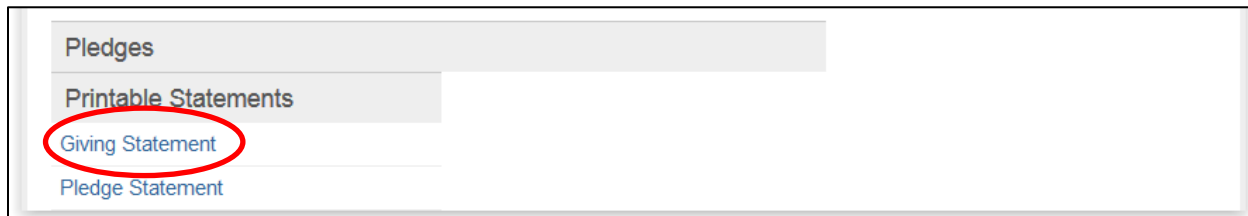
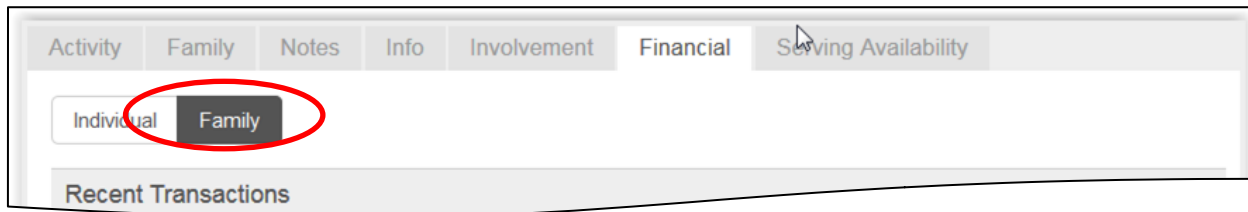
3. Choose "profile" from the menu selector.



4. In your profile page, choose the "Financial" Tab.



5. Select "Family", and then click "Giving Statement".



6. Select date range. For your yearly contribution statement, choose "Last Year".

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 – 12/30/14

Quick Date Range...

- This Week
- Month to Date
- Year to Date**
- Last 7 Days
- Last 14 Days
- This Month
- Last Month
- Last 4 Weeks
- Two Months Ago
- Last 12 Months
- This Year
- This Year - Qtr 1
- This Year - Qtr 2
- This Year - Qtr 3
- This Year - Qtr 4

Cancel or **Create**

7. Select which statement to print. For your yearly statement for tax purposes choose "Deductible Only".

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 – 12/30/14

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

- Both Deductible & Non-Deductible
- Both Deductible & Non-Deductible
- Deductible Only**
- Non-Deductible Only

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**

8. Click "Run Report".