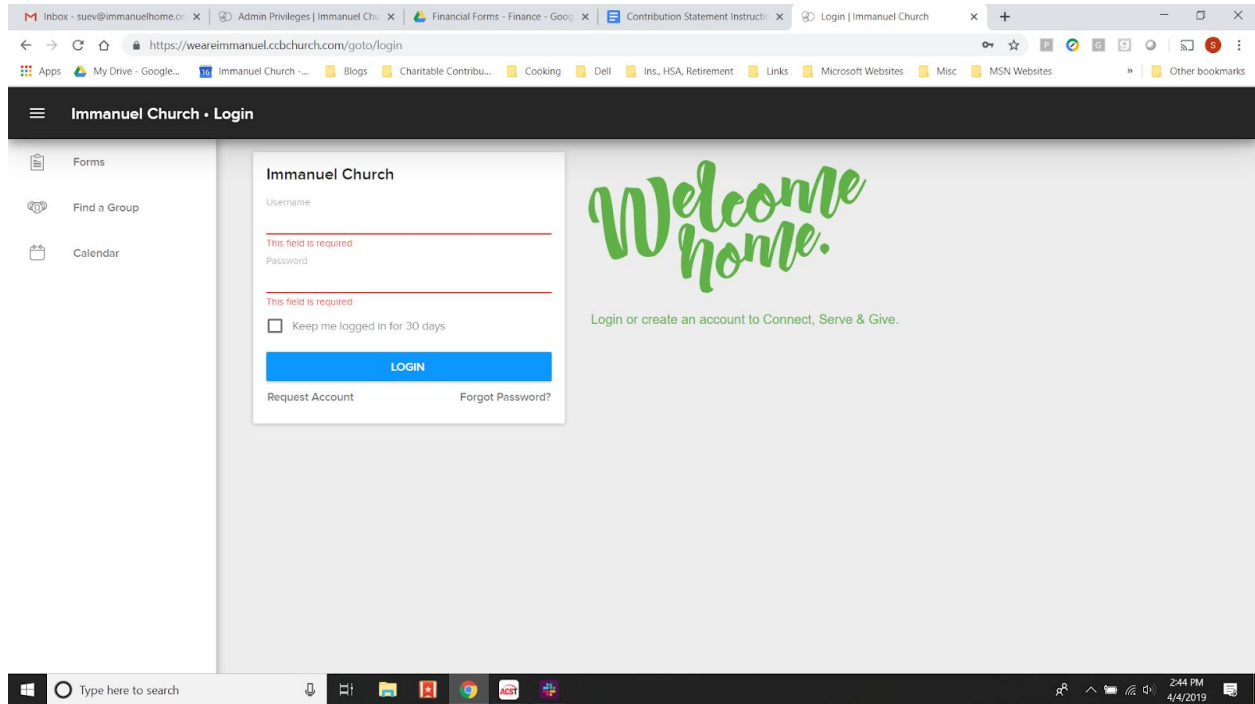
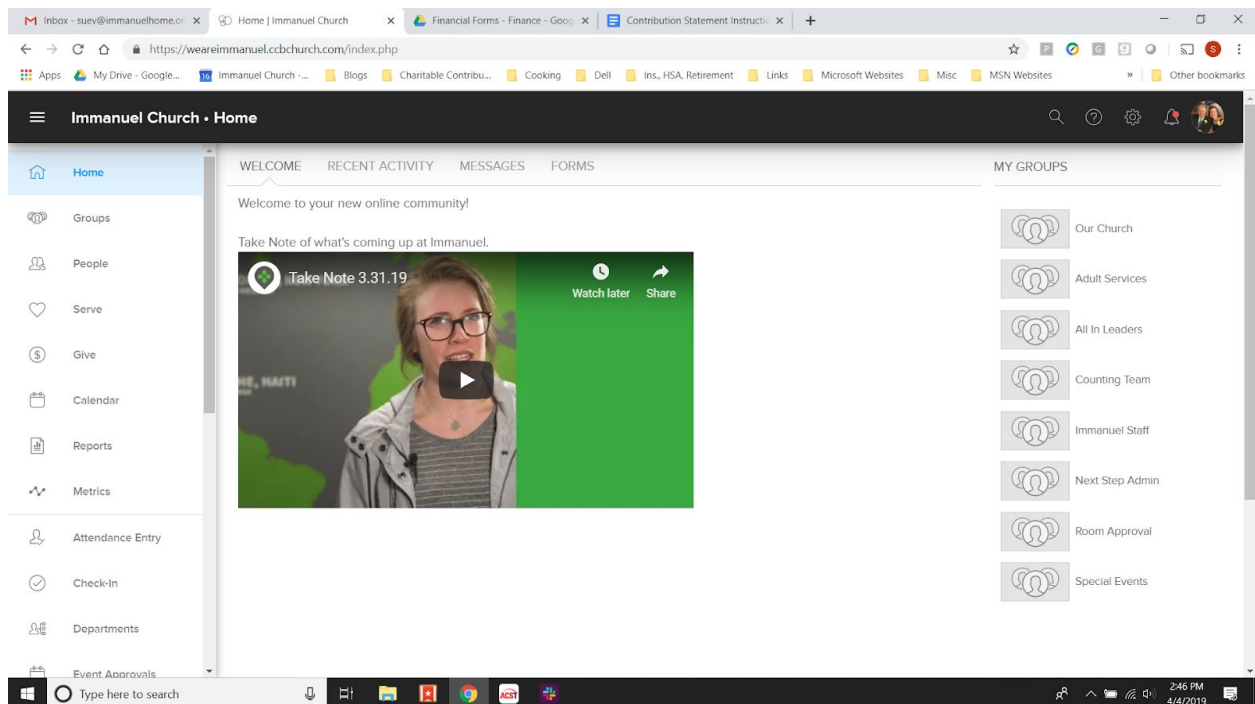


1. To print your quarterly or annual contribution statement, login or request an account in our new system CCB (Church Community Builder/Push Pay)  
<https://weareimmanuel.ccbchurch.com/goto/login>.



2. At your home page, click on your profile button in the upper right corner



### 3. Click on the center Involvement tab

The screenshot shows a web browser window displaying the profile page for Sue Vanlaningham on the Immanuel Church website. The browser's address bar shows the URL <https://weareimmanuel.ccbchurch.com/goto/individuals/439>. The page header includes the church name and a search bar. A left sidebar contains navigation options: Home, Groups, People (selected), Serve, Give, Calendar, Reports, Metrics, Attendance Entry, Check-In, Departments, and Event Approvals. The main content area features a profile card for Sue Vanlaningham, identified as a Spouse - Attender, with contact information: (847) 494-5407, suev@immanuelhome.org, and 35896 Ash Street, Ingleside, IL 60041. Below the profile card are tabs for ABOUT, INVOLVEMENT (selected), and NOTES & MESSAGES. A filter bar shows checkboxes for Serving, Attendance, Groups, Financial, Processes, and Forms, with Serving, Attendance, Groups, and Financial checked. The 'Serving' section includes a monthly progress bar and an 'Include Family' toggle. The 'Attendance' section also has a monthly progress bar and an 'Include Family' toggle. The 'Notes & Messages' section displays a list of activities: 'Giving Statement Run by Sue Vanlaningham' (Today), 'Parent/Child Dedication Fall 2019 Set as Form Manager by Dagmar May' (Apr 2nd, 2019), and 'Feb 4th, 2019'.

### 4. Scroll until you see the Financial section

The screenshot shows the same profile page for Sue Vanlaningham, but with the 'Financial' tab selected. The filter bar now shows 'Financial' checked, while 'Serving', 'Attendance', 'Groups', 'Processes', and 'Forms' are unchecked. The 'Financial' section includes a monthly progress bar and an 'Include Family' toggle. The 'Notes & Messages' section displays a list of activities: 'Giving Statement Run by Sue Vanlaningham' (Today) and 'Profile created for Sue Vanlaningham By the System' (Feb 27th, 2017).

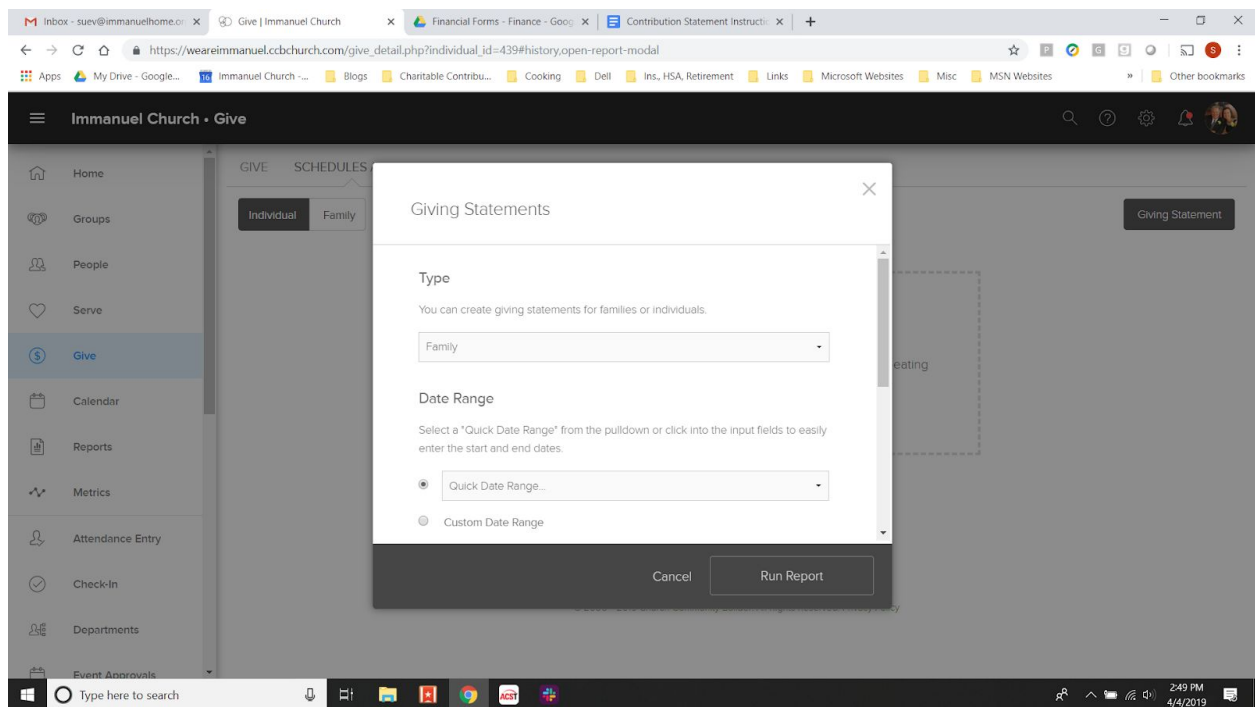
## 5. Hover your cursor over the financial section until you see the three dots

The screenshot shows a web browser displaying the profile of Sue Vanlaningham on the Immanuel Church website. The profile header includes her name, title 'Spouse - Attender', a family photo, and contact information: phone (847) 494-5407, email suev@immanuelhome.org, and address 35896 Ash Street, Ingleside, IL 60041. Below the header are tabs for 'ABOUT', 'INVOLVEMENT', and 'NOTES & MESSAGES'. The 'INVOLVEMENT' tab is active, showing a filter bar with 'Financial' selected. A 'Financial' widget is visible with a calendar and a 'Give' button. A dropdown menu is open over the 'Give' button, listing options: 'Create Pledge', 'Give', 'Giving Statement', 'Move Transactions', 'Pledge Statement', and 'Record Contribution'. The 'Giving Statement' option is highlighted. The right sidebar shows a 'Giving Statement Run' entry for today and a profile creation notice from Feb 27th, 2017.

## 6. Click on the three dots and select "Giving Statement"

This screenshot is identical to the previous one, but the 'Giving Statement' option in the dropdown menu is now selected and highlighted in blue. The browser's address bar shows the URL: https://weareimmanuel.ccchurch.com/pledge\_edit.php?ax=create\_new&individual\_id=439. The system clock in the bottom right corner indicates 2:48 PM on 4/4/2019.

7. Here you can select either a Family or Individual Statement, the date range (This Year, Last Year, etc.), whether it show both deductible and nondeductible gifts, and whether to include your All In pledges. Click on Run Report when you have selected your options.



Your statement will appear and you can print a hard copy for your records.