

# Giving Statement Instructions

Step 1 – Log into delwaergrace.ccbchurch.com Do not put www. before delawaregrace. Once you have successfully logged in, go to your Profile in the dropdown under your name on the top right.

Delaware Grace

WELCOME RECENT ACTIVITY MESSAGES FORMS

Welcome to your Delaware Grace online community! We hope you will be able to get better connected by using group communication tools, looking for groups that may be of interest to you, and then joining one! You may also find a place to use your gifts by looking at our volunteer positions.

When you log in, you may wish to take a moment to update your profile information to ensure our records are correct. Do this by clicking the **Go to my profile** link on the upper right side of the page. Also, be sure to fill in some of the *My Fit* information, like your passions and abilities, so others can get to know you

Profile  
Communication Settings  
Edit Profile  
Username / Password  
Privacy Settings  
Logout

Step 2 – Choose Financial under your profile

MRS. AMANDA VOLENIK



ACTIVITY FAMILY NOTES INFO INVOLVEMENT **FINANCIAL**

Step 3 – Choose Giving Statement under printable statements

ACTIVITY FAMILY NOTES INFO INVOLVEMENT **FINANCIAL**

Individual **Family**

Recent Transactions

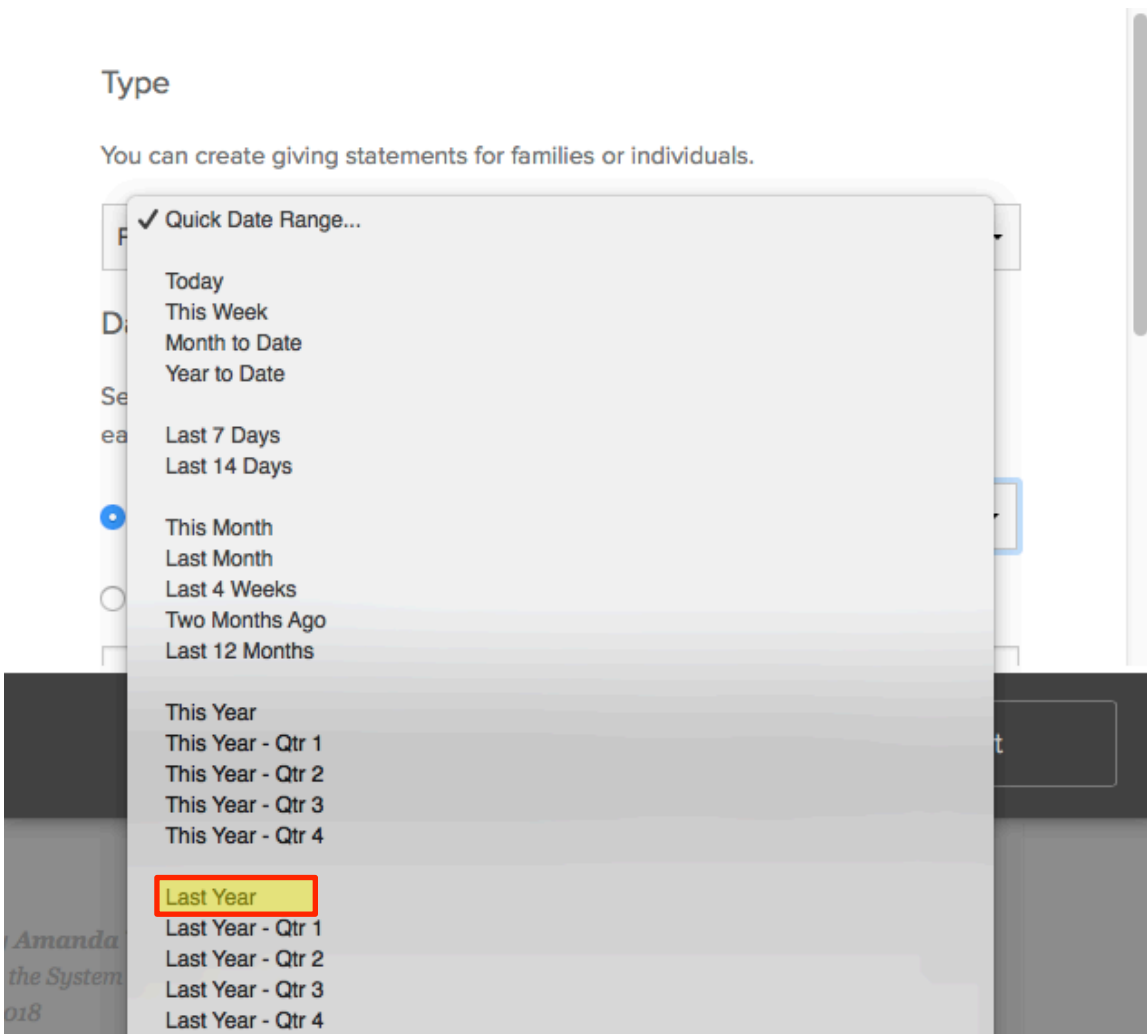
Pledges

Printable Statements

**Giving Statement**

Pledge Statement

Step 4 – Using the dropdown for Quick Date Range, choose Last Year



Step 5 – Click Run Report on the bottom right for a printable statement

