

PRINTING OUT YOUR ON-LINE GIVING REPORT FOR TAX PURPOSES

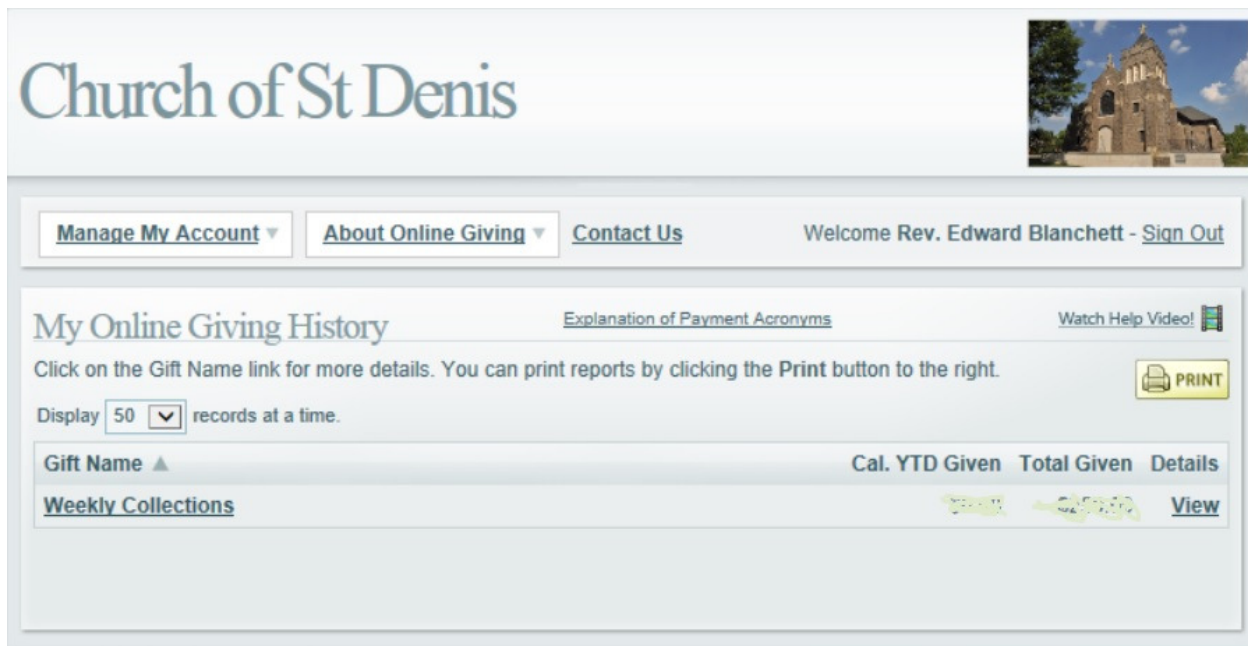
- 1) Sign into your on-line giving account through the "Online Giving" tab on the parish Web page at http://www.churchofstdenis.org/index.cfm?fuseaction=feature.display&feature_id=18.
- 2) Select "My Online Giving History":

The screenshot shows the user interface of the Church of St Denis online giving account. At the top, the church's name "Church of St Denis" is displayed in a large, blue, serif font. Below this is a navigation bar with three buttons: "Manage My Account", "About Online Giving", and "Contact Us". To the right of these buttons, the word "Welco" is partially visible. The main content area is titled "Rev. Edward's Online Giving Home" and includes a "Watch Help Video!" link with a play button icon. Below the title, there are five main menu items, each with an icon and a brief description:

- Give a New Gift**: View a list of Gifts that you can give to!
- My Personal Information**: View / Edit My Personal Information such as Name and Email Address.
- My Payment Methods**: Add / Edit Payment Methods such as a Bank Account or Credit Card.
- My Online Giving History**: View a detailed History of your past Online Giving.
- My Active Online Giving**: View / Edit Gifts that you are actively Giving to, such as a Pledge.

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3) From the “My Online Giving History” screen, select the *Print* button:



The screenshot shows the Church of St Denis website interface. At the top left is the church's name, and at the top right is a photograph of the church building. Below the header is a navigation bar with links for "Manage My Account", "About Online Giving", and "Contact Us". A user greeting "Welcome Rev. Edward Blanchett - Sign Out" is visible on the right. The main content area is titled "My Online Giving History" and includes a "PRINT" button. Below this is a table with columns for "Gift Name", "Cal. YTD Given", "Total Given", and "Details". The first row shows "Weekly Collections" with a "View" link.

4) From the “Print Online Giving History Report” screen, make sure the Date Range is set *from the beginning of the previous tax year to the end of that year* and set the Report Type to “Full Detail Report (Tax Purposes). Make sure that your Web browser **does not** block pop-up windows to display and print the report.



The screenshot shows the "Print Online Giving History Report" dialog box. It contains instructions on how to print a PDF report. The "Date Range" is set to "1/1/2013" to "12/31/2013". The "Report Type" is set to "Full Detail Report (Tax Purposes)". The "Tax Filter" is checked for "Only Show Tax Deductible Gifts". At the bottom are "PRINT" and "CANCEL" buttons.

For more information, please consult the Online Giving User’s Guide at:
https://www.myowngiving.com/Secure/User/Docs/psOnlineGiving_Members.pdf