

GIVING STATEMENT FOR 2011 CONTRIBUTIONS



SUPPORT FOR MINISTRY AT LUMC IS APPRECIATED!!

Your giving statement is always available for you to see and print at any time during the year on the Church Community Builder (CCB) part of our website. There have been a few questions about the security of this system and wanted you to know that your secure login is very similar to what you would use to log into your bank account online – very secure.

Your giving statement for tax purposes can be printed at your convenience by using the steps outlined below.

1. Log in to CCB as you normally do. Here is a link to the login page: <https://lumc.ccbchurch.com/login.php>
2. If you have forgotten your password OR need to have it reassigned, you may use the link above in item #1 where you will find the “Forgotten Password” link. Just follow the directions there. (See note on other side)
3. Once logged in click “Go to my profile” located at top right side of your “Home” page.
4. Once on your “profile” (you will see your name in the colored band under “Home”)
5. Look mid page for the six (6) “tabs” labeled: Activity, Family, Notes, Info, Involvement, and Financial.
6. Click on “Financial”
7. You should see “Giving Statement” under “Printable Statements”
8. Click on “Giving Statement”

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STEPS CONTINUED

9. You will see “Giving Statements” with some boxes
10. Leave type as “Family”
11. For “Date Range” click on the “▼” beside “Quick Date Range”
12. You will see a number of options
13. Slide the “bar” on right side down to the option you would like to see (In this case “Last Year”)
14. Leave the window under “Tax Deductible” showing “Both Deductible & Non-Deductible”
15. Click on the “Create” button at the bottom
16. This will show you a PDF of your statement.
17. You can print this and/or save it to your computer for viewing and printing later

If you have trouble with the PDF coming up or displaying properly, you may need to download a FREE version of Adobe PDF Reader. Here is a link if you need to do an update on your PDF reader. <http://get.adobe.com/reader/>

You can request a *FORGOTTEN* Username and Password by using the link listed in item #1, click “Forgotten Password” and follow the directions there. Here is a summary: You may enter your email address. An email will be sent to the email address entered with the username and password for any account registered to the email address. (You have the ability to go to your profile and change your username and/or password after you receive the email.) All of this is secure and only visible by you.

Carl Spencer can help with questions. Please let him know by email carl@lithopolisumc.org or phone 614-738-9955.

If you have tried these steps and/or had someone help you but need to have your statement printed for you, please print and sign your name below and return to the office.

Print Name _____

Signature _____