

YEAR END GIVING STATEMENTS

ACCESSING YEAR END GIVING STATEMENTS THROUGH THE NEIGHBORHOOD

Step One:

Log into your Neighborhood account. This was emailed to the address you provided the church. If you misplaced the email, please contact the office to verify the correct one and we will resend the login information.

Step Two:

Click on your name (or picture) in the upper right (just to the left of the gear icon) and then select 'INVOLVEMENT' next to "ABOUT".

Step Three:

Once open, look for the 'Financial' section (in a box half way down the page under your picture). Put your mouse in the box and click the three dots which will appear in the upper right corner of the box. Then select "Giving Statement".

Step Four:

Once the Giving Statements box appears, find 'Date Range' and select 'Last Year' in the 'Quick Date Range' drop down box. Once selected, click the 'Run Report' box. You can then click the print icon in the upper right to print your statement.

Should you have any questions please contact the office. If you are unable to print a statement, we would be happy to provide one for you to pick up on a Sunday morning.

