

## **PRINTING OUT YOUR ON-LINE GIVING REPORT FOR TAX PURPOSES**

Sign into your on-line giving account at <https://www.myowngiving.com/> (or sign in through the “Online Giving” tab on the parish Web page). Select “My Online Giving History”:

Church of Jesus, the Good Shepherd

[Manage My Account](#) [About Online Giving](#) [Online Giving FAQ - Contact Us](#)

Edwards Online Giving Home [Watch Help Video!](#)

**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.

Church of Jesus, the Good Shepherd

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

The screenshot shows the website header for the Church of Jesus, the Good Shepherd, with a logo of Jesus. Below the header is a navigation bar with links for "Manage My Account", "About Online Giving", "Online Giving FAQ - Contact Us", and a welcome message for "Edward Bla..." with a "Sign Out" link. The main content area is titled "My Online Giving History" and includes a link for "Explanation of Payment Acronyms" and a "Watch Help Video!" link. A text instruction says: "Click on the Gift Name link for more details. You can print reports by clicking the **Print** button to the right." Below this is a "Display 5 records at a time." dropdown menu. A table with the following columns is shown: "Gift Name", "Cal. YTD Given", "Total Given", and "Details". The first row contains the text "Weekly Collection", two empty boxes, and a "View" link. A yellow "PRINT" button with a printer icon is located to the right of the instruction text, and a black arrow points to it.

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.

**For more information, please consult the Online Giving User’s Guide at: [https://www.myowngiving.com/Secure/User/Docs/psOnlineGiving\\_Members.pdf](https://www.myowngiving.com/Secure/User/Docs/psOnlineGiving_Members.pdf)**

**Print Online Giving History Report** [X]

You can print a PDF (requires Adobe Reader) report of your Online Giving History by clicking the print summary or print full detail button to the right of this message. If you do not have Adobe Reader, you can **click here** to download it.

**Date Range:** 1/1/2010 [calendar icon] to 12/31/2010 [calendar icon]

**Report Type:** Full Detail Report (Tax Purpo [dropdown arrow]

**Tax Filter:**  Only Show Tax Deductible Gifts [info icon]