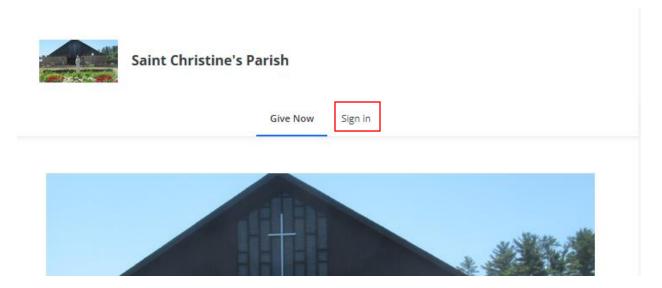
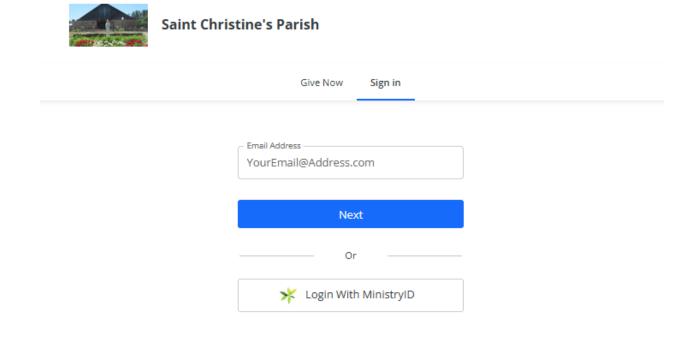
Downloading your Yearly Contributions for Tax Purposes from Online Giving

Visit: https://giving.parishsoft.com/App/Giving/PS-631

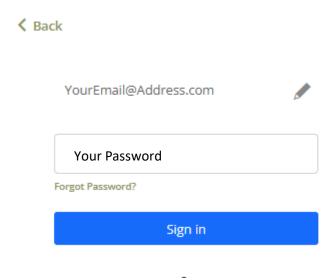
Sign In



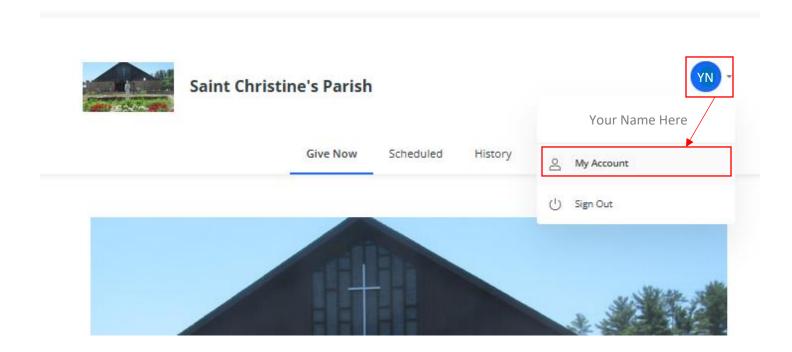
Enter your email address



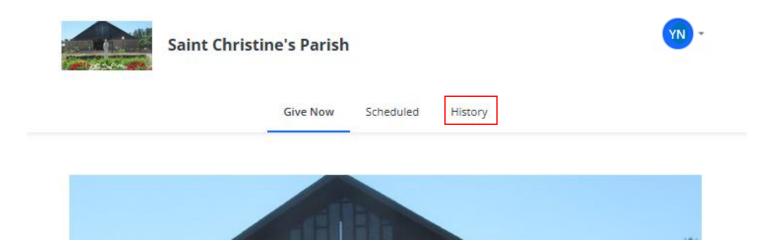
Enter your Password.



Click your Initial. You will see your name and the "My Account" option. Click My Account.

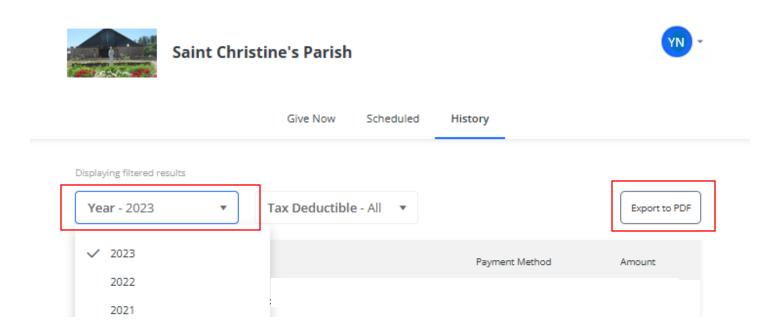


Now Click History



On the History Page, click the "Year" dropdown and <u>select the year you want tax information for</u>. Your contributions should be displayed.

Click Export to PDF and see instructions below.



It should open your contributions list into a PDF document window.

Now you can click File and Save As to save the PDF to your computer. Make sure you pay attention to where you save your file so you can find it. See image below.

If you don't have Adobe Acrobat on your machine you may see another option. If you have the option to Save the file, then you should save it to your computer.

