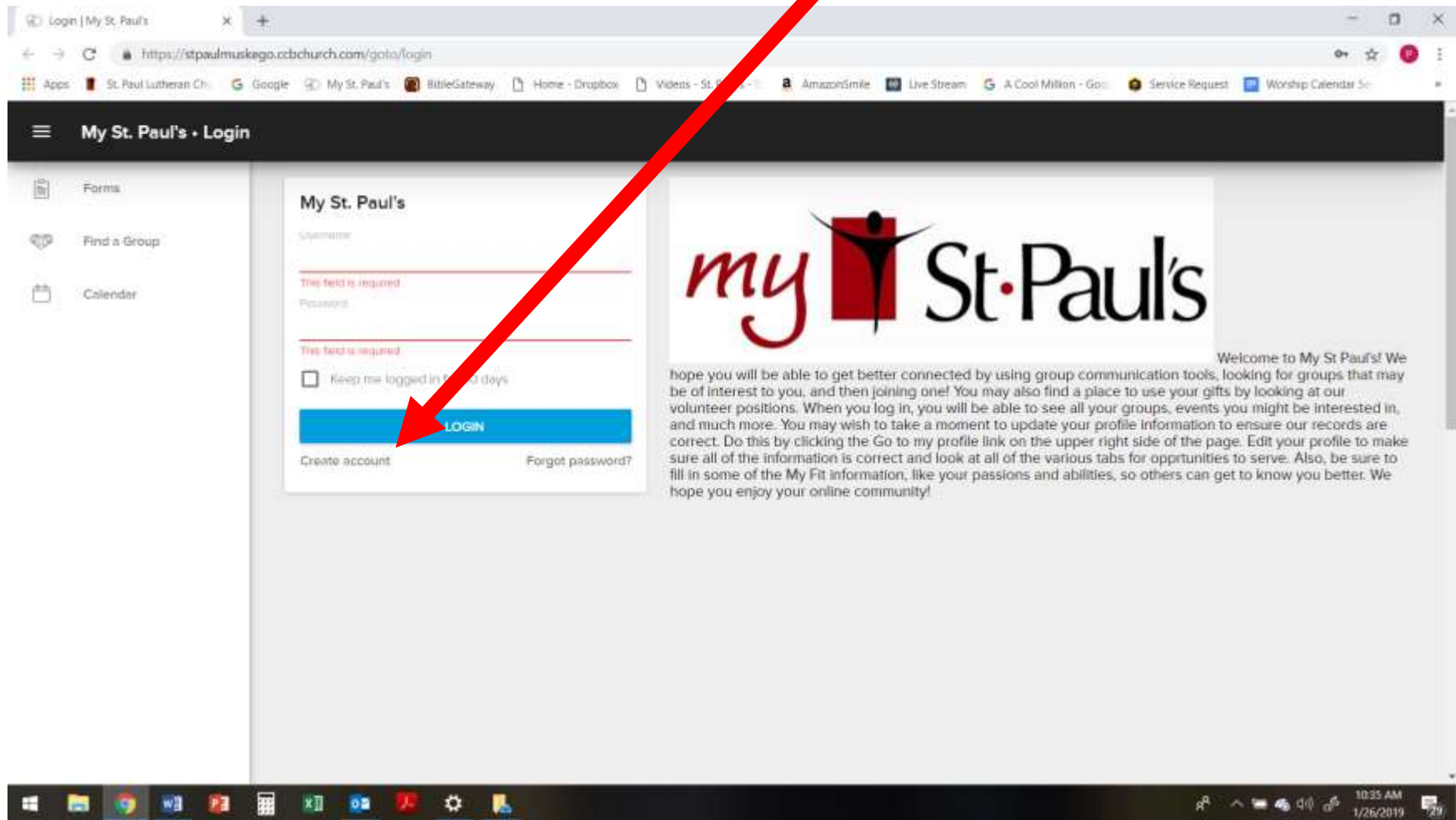


How to get your financial statement on My St. Paul's

If you have never logged into My St. Paul's, it is easy to create an account.



The screenshot shows a web browser window with the URL <https://stpaulmuskego.ccbchurch.com/goto/login>. The page title is "My St. Paul's - Login". On the left, there is a navigation menu with "Forms", "Find a Group", and "Calendar". The main content area features a login form with fields for "Username" and "Password", both marked as required. There is a checkbox for "Keep me logged in for 30 days" and a blue "LOGIN" button. Below the button are links for "Create account" and "Forgot password?". To the right of the form is the "my St. Paul's" logo and a welcome message: "Welcome to My St. Paul's! We hope you will be able to get better connected by using group communication tools, looking for groups that may be of interest to you, and then joining one! You may also find a place to use your gifts by looking at our volunteer positions. When you log in, you will be able to see all your groups, events you might be interested in, and much more. You may wish to take a moment to update your profile information to ensure our records are correct. Do this by clicking the Go to my profile link on the upper right side of the page. Edit your profile to make sure all of the information is correct and look at all of the various tabs for opportunities to serve. Also, be sure to fill in some of the My Fit information, like your passions and abilities, so others can get to know you better. We hope you enjoy your online community!". A large red arrow points from the top right towards the "LOGIN" button.

When you log into My St. Paul's, you will land on your "home page." Click your profile button in the upper righthand corner.

The screenshot shows a web browser window displaying the home page of My St. Paul's. The browser's address bar shows the URL <https://stpaulmuskego.ccbchurch.com/index.php>. The page features a dark navigation bar at the top with the text "St. Paul's Lutheran Church • Home" on the left and search, help, and settings icons on the right. A red arrow points to a circular profile button in the top right corner of this navigation bar. Below the navigation bar is a light blue sidebar with icons for Home, Groups, People, Serve, Give, Calendar, Reports, Metrics, Attendance Entry, Departments, and Financial. The main content area has a header with "WELCOME RECENT ACTIVITY MESSAGES FORMS" and a large logo for "my St. Paul's" featuring a stylized figure. Below the logo is a welcome message and three buttons: "Volunteer Opportunities", "Spiritual Gifts Test", and "St. Paul's Online Offerings". On the right side, there is a "MY GROUPS" section with a list of various church groups and ministries. The Windows taskbar at the bottom shows the time as 10:46 AM on 1/26/2019.

Next, click on "Involvement"

The screenshot shows a web browser window displaying a church member profile for Pastor Peter Panitzke. The browser's address bar shows the URL: <https://stpaulmuskego.ccbchurch.com/individuals/3927/>. The page header includes the church name "St. Paul's Lutheran Church" and the member's name "Peter Panitzke". A navigation sidebar on the left lists various options: Home, Groups, People (highlighted), Serve, Give, Calendar, Reports, Metrics, Attendance Entry, Departments, Financial, and Forms. The main content area features a profile card for "Pastor Peter Panitzke" with a "Primary" role and "Member" status. The card includes a contact information box with a phone number (414) 350-1436, an email address ppanitzke@stpaulmuskego.org, and a home address: W164S7817 Bay Lane Dr, Muskego, WI 53150. Below the profile card is a navigation bar with three tabs: "ABOUT", "INVOLVEMENT" (indicated by a red arrow), and "NOTES & MESSAGES". The "Contact Info" section lists email, mobile, home, and work phone numbers. The "Family" section lists Peter Panitzke (Primary Member) and Joni Panitzke (Spouse Member). The "Personal Info" section shows a birth date of June 27, 1956. The Windows taskbar at the bottom shows the date and time as Saturday, January 26, 2019, 10:48 AM.

After clicking on "Involvement," scroll down to you see "Financial." Let your mouse hover over the right hand corner of "Financial" and three dots will appear. Click on those three dots.

The screenshot shows a web browser window displaying the profile page for Peter Panitzke at St. Paul's Lutheran Church. The page is under the 'INVOLVEMENT' tab. A red arrow points to the three dots in the top right corner of the 'Financial' widget. The 'Financial' widget includes a bar chart for monthly contributions, a 'VIEW MORE' link, and a toggle for 'Include Family'. The 'Process Queues' section below shows 'Completed' with a '0' count. A large black redaction box covers the right side of the page.

Month	Member	Leader
Feb	18	2
Mar	18	2
Apr	18	2
May	18	2
Jun	18	2
Jul	18	2
Aug	18	2
Sep	18	2
Oct	18	2
Nov	18	2
Dec	18	2
Jan	18	2

When you click on the three dots, this drop down will appear. Click on "Giving Statement"

The screenshot shows a web browser window displaying a church member's profile page. The browser's address bar shows the URL: <https://stpaulmuskego.cbcchurch.com/goto/individuals/3927/involvement>. The page header identifies the user as "St. Paul's Lutheran Church • Peter Panitzke". The main content area is divided into sections: "ABOUT", "INVOLVEMENT", and "NOTES & MESSAGES". The "INVOLVEMENT" section is active, showing a bar chart of monthly involvement for "Member" and "Leader" from February to January. Below this is a "Financial" section with a dropdown menu open, listing options: "Create Pledge", "Give", "Giving Statement", "Move Transactions", "Pledge Statement", and "Record Contribution". A red arrow points from the text above to the "Giving Statement" option. The "Process Queues" section at the bottom shows a "Completed" status with a large "0". The Windows taskbar at the bottom indicates the time is 10:54 AM on 1/26/2019.

Click on "Quick Date Range"

The screenshot shows a web browser window with the URL https://stpaulmuskego.ccbchurch.com/.../detail.php?individual_id=3927#history.open-report-modal. The page title is "St. Paul's Lutheran Church • Give". A modal window titled "Giving Statements" is open, displaying options for "Type" (Family) and "Date Range". The "Date Range" section includes a dropdown menu with "Quick Date Range" selected and "Custom Date Range" as an alternative. A red arrow points to the "Quick Date Range" option. The modal also features "Cancel" and "Run Report" buttons. The background shows a sidebar with navigation options like Home, Groups, People, Serve, Give, Calendar, Reports, Metrics, Attendance Entry, Departments, Financial, and Forms. A table of "GIVING HISTORY" is partially visible in the background.

Date	Designation
Jan 15, 2019	--split--
Dec 17, 2018	--split--
Dec 5, 2018	11 Mission
Nov 15, 2018	--split--
Oct 15, 2018	--split--

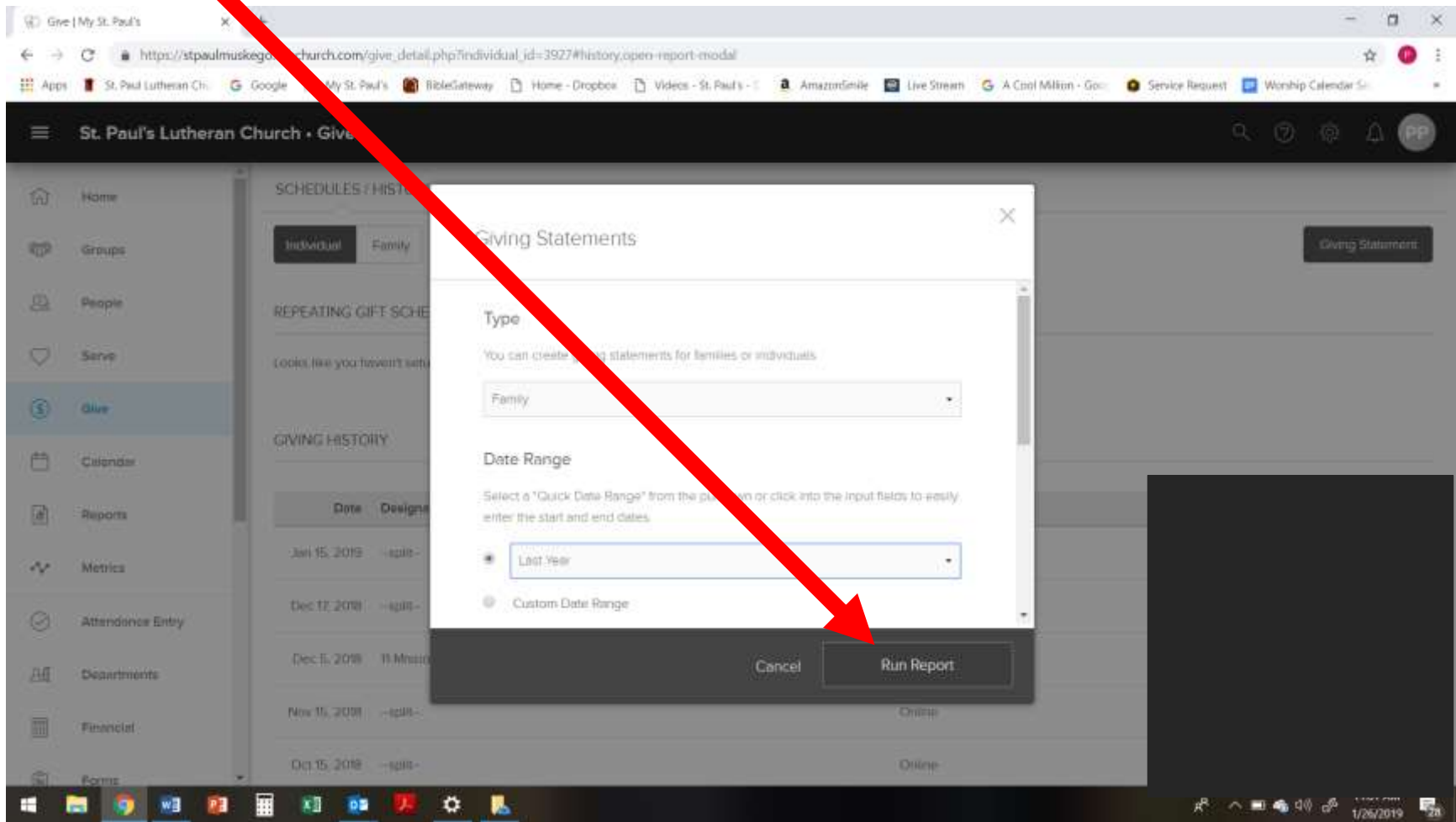
A variety of Quick Range Dates will appear. Scroll down to “Last Year” and click on that.

The screenshot shows a web browser window displaying a giving history report for St. Paul's Lutheran Church. A modal window is open, showing a dropdown menu for selecting a date range. The menu options include:

- This Month
- Last Month
- Last 4 Weeks
- Two Months Ago
- Last 12 Months
- This Year
- This Year - Qtr 1
- This Year - Qtr 2
- This Year - Qtr 3
- This Year - Qtr 4
- Last Year** (highlighted)
- Last Year - Qtr 1
- Last Year - Qtr 2
- Last Year - Qtr 3
- Last Year - Qtr 4
- 2 Years Ago
- 3 Years Ago

A red arrow points to the "Last Year" option. Below the dropdown menu, there are radio buttons for "Quick Date Range" (selected) and "Custom Date Range". At the bottom of the modal, there are "Cancel" and "Run Report" buttons. The background shows a sidebar with navigation options like Home, Groups, People, Serve, Give, Calendar, Reports, Metrics, Attendance Entry, Departments, Financial, and Forms. The main content area shows a table of giving history with columns for Date and Designation.

Click "Run Report"



Your giving statement will appear that you can save or print.