

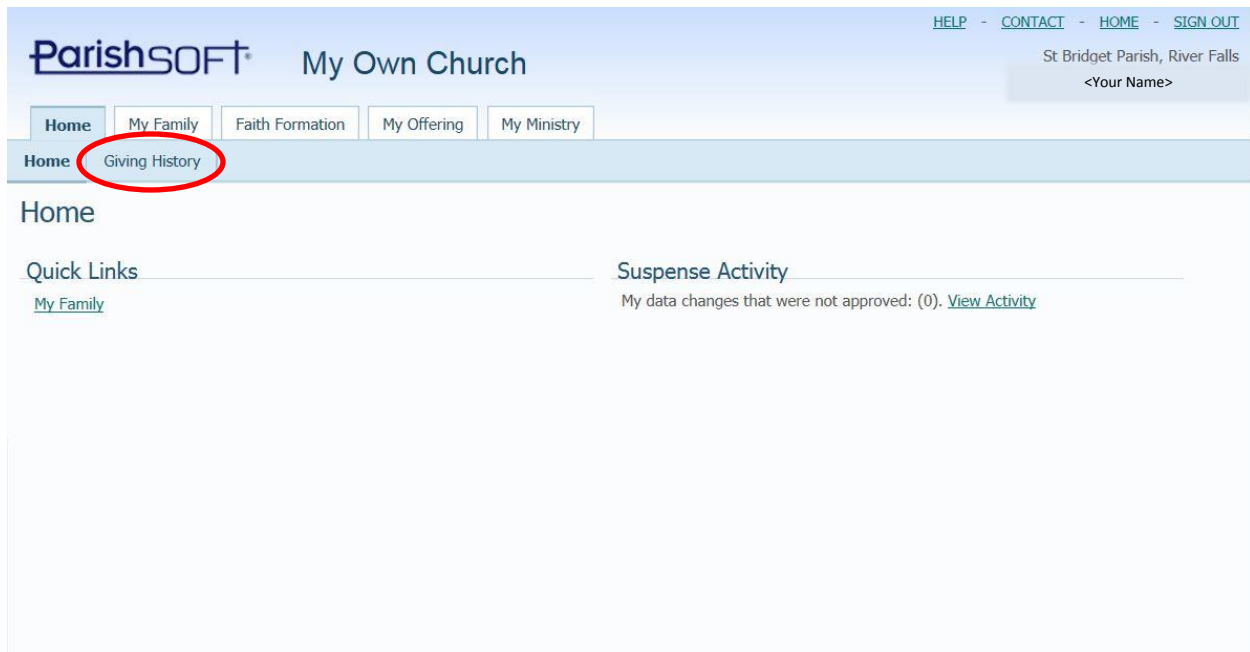
Printing Your St. Bridget Contribution Statement

1. **Log into your “My Own Church” account.** This is your private, secure access to your data within the parish database. You cannot access other parishioners’ data, and they cannot see your data.

If you do not have such an account yet, it is easy to set up one up by following these instructions:

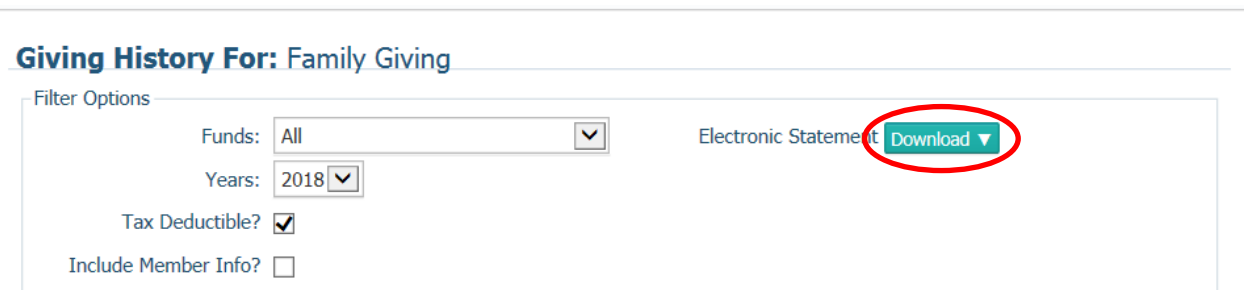
[How To Set Up A ‘My Own Church’ Account.](#)

2. **Click on the Giving History button:**



The screenshot shows the ParishSOFT My Own Church interface. At the top right, there are links for HELP, CONTACT, HOME, and SIGN OUT. Below these, it says "St Bridget Parish, River Falls" and "<Your Name>". A navigation bar contains buttons for Home, My Family, Faith Formation, My Offering, and My Ministry. Below this, a secondary bar has Home and Giving History buttons, with Giving History circled in red. The main content area is titled "Home" and contains two sections: "Quick Links" with a link to "My Family" and "Suspense Activity" with the text "My data changes that were not approved: (0). [View Activity](#)".

3. **On the Giving History page, click the Download button on the right side of the page:**



The screenshot shows the "Giving History For: Family Giving" page. It features a "Filter Options" section with the following controls: "Funds:" with a dropdown menu set to "All"; "Years:" with a dropdown menu set to "2018"; "Tax Deductible?" with a checked checkbox; and "Include Member Info?" with an unchecked checkbox. To the right of these filters, there is a "Download" button with a dropdown arrow, which is circled in red.

4. **The “Save As” dialog box will open. Save the file to the desired location on your computer.**
5. **Open the file on your computer and print it on your printer.**