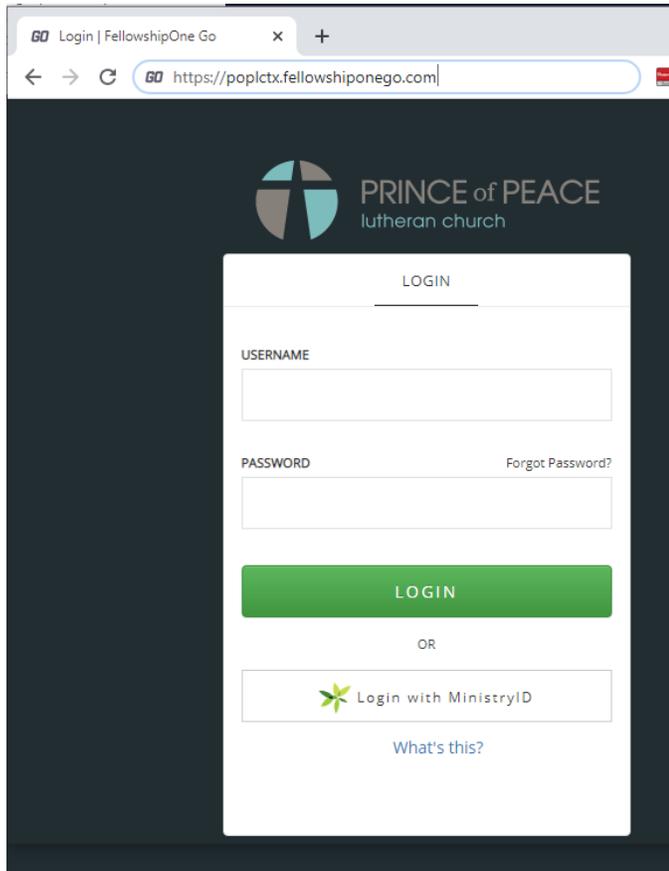


Instructions for retrieving your Contribution Statement

LOGIN to Fellowship One Go by clicking here: <https://poplctx.fellowshiponego.com/> .

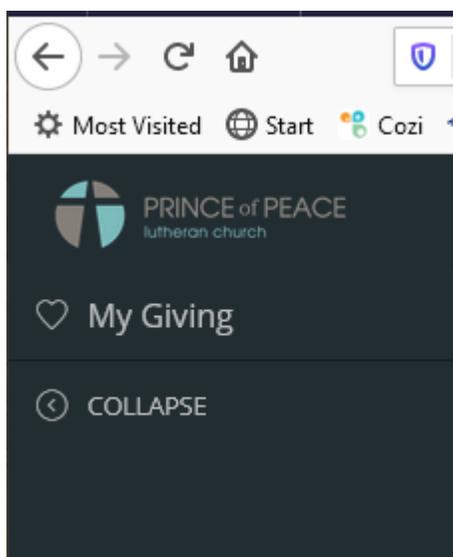
Enter your USERNAME in the following format: **Firstname.Lastname**, (i.e. John.Doe)

*If your password does not work, click **Forgot Password?** and follow instructions for resetting your password.*

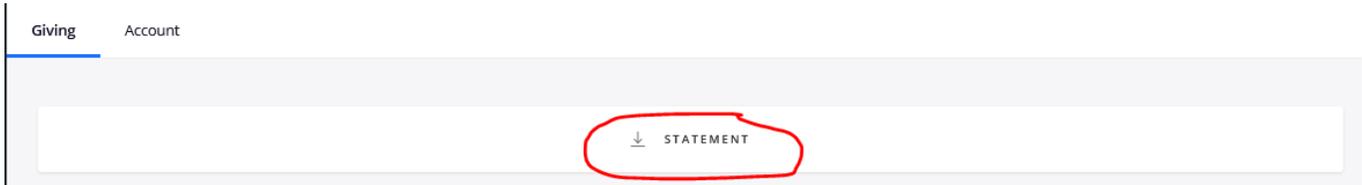


The screenshot shows a web browser window with the URL <https://poplctx.fellowshiponego.com/>. The page features the Prince of Peace Lutheran Church logo and a login form. The form includes fields for USERNAME and PASSWORD, a "Forgot Password?" link, a green "LOGIN" button, and a "Login with MinistryID" option. A "What's this?" link is also present below the MinistryID option.

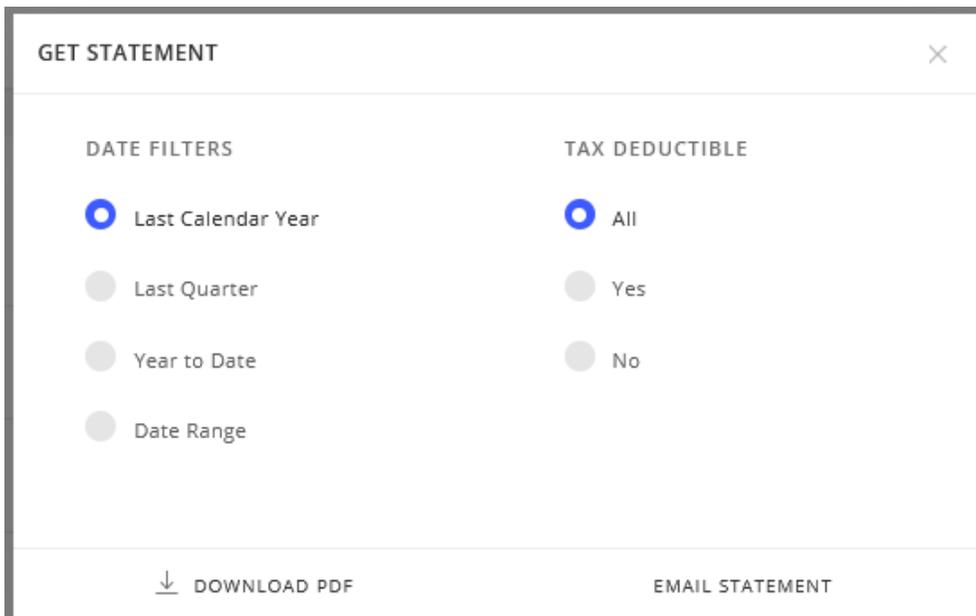
*After a successful login, click on “My Giving” which is located on the **left** side of your screen.*



When the next window opens, click on the word “**STATEMENT**” which is found in the top/middle of the screen.



A new, smaller window opens after clicking on “**STATEMENT**”. It looks like this:



With our new giving platform, you can now tailor your statement with various selections of your choosing!

In the following screen shot *example* (see next page), selecting the “**Date Range**” option, opens a little bit more of the window shown above.

Click on the “**Start Date**” text box to select the Start Date, then click on the “**End Date**” text box to select the end date, for the desired statement date range. [In other words, if you click the calendar icon, nothing happens; be sure and click the *text box*.]

In addition, you have the option to specify “Tax Deductible” by selecting one of the following: “All”, “Yes” or “No”. **BE SURE TO SELECT YES**, or your Contribution Statement could be inflated and in error for your tax purposes.

The screenshot shows a 'GET STATEMENT' form with the following elements:

- DATE FILTERS:** Three radio buttons: 'Last Calendar Year', 'Last Quarter', and 'Year to Date'. The 'Date Range' option is selected and circled in red.
- TAX DEDUCTIBLE:** Two radio buttons: 'All' and 'Yes'. The 'Yes' option is selected and circled in red.
- START DATE:** A text input field containing '01/01/2020' with a calendar icon to its right.
- END DATE:** A text input field containing '12/31/2020' with a calendar icon to its right.
- Bottom Buttons:** 'DOWNLOAD PDF' and 'EMAIL STATEMENT'.

Red annotations include a box around the 'Date Range' option and its corresponding date fields, and a circle around the 'Yes' option under 'TAX DEDUCTIBLE'.

After providing your statement options, click **“DOWNLOAD PDF”** or **“EMAIL STATEMENT”** located at the bottom of that same window (see below).

If you select EMAIL, your statement will be emailed immediately to the address you have on file...no confirmation windows will open. Be sure to check your SPAM folder/JUNK MAIL folder, besides your INBOX.

This screenshot is identical to the one above, but with red circles around the 'DOWNLOAD PDF' and 'EMAIL STATEMENT' buttons at the bottom of the form.

Congratulations! You have now either downloaded your statement or emailed it to yourself!

If you have any questions, please call Sandy Ericksen at 972-982-0543 or email her at sandy.ericksen@princeofpeace.org.