

How to View Your Giving History and Print a Tax Statement

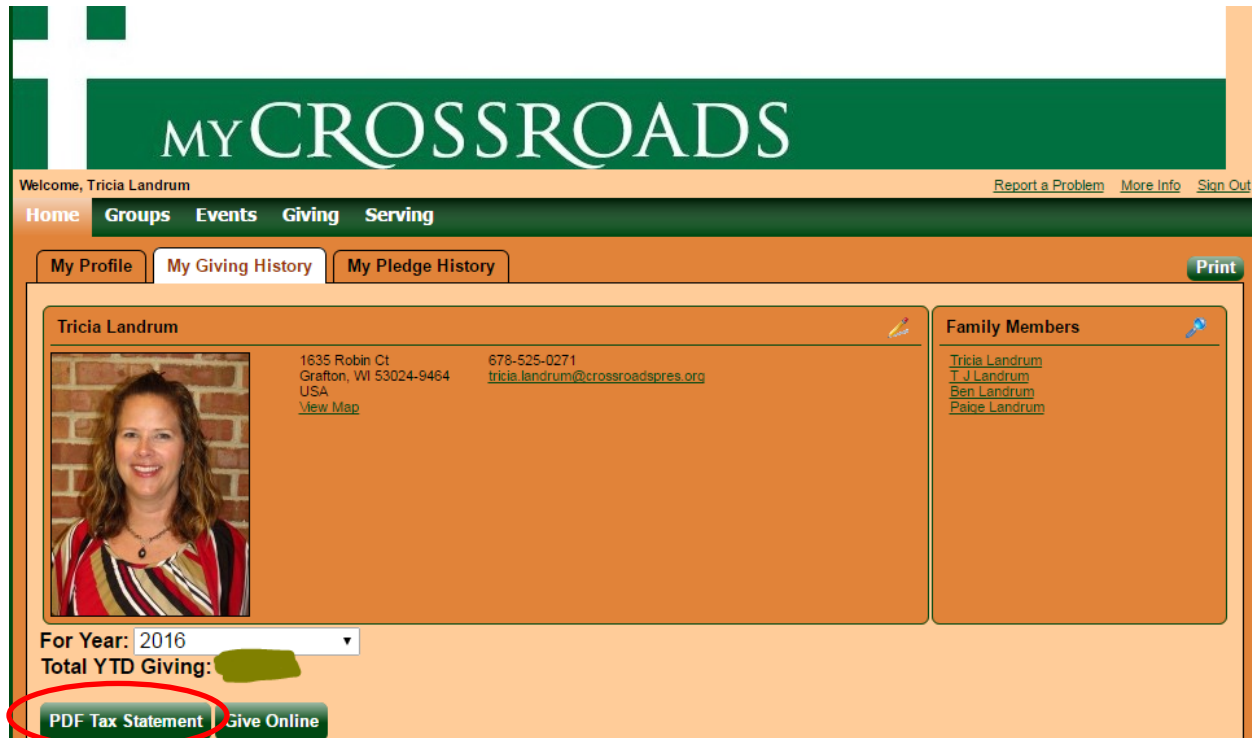
1. To begin – go to the regular church web site: www.crossroadspres.org
2. Click on the “myCrossroads” tab on the far right
3. Click on the button “Click Here to Login”
4. Enter your user name (preferred email address) and the password you selected when setting up your account. (If you have not yet created an account, please view the tutorial on www.crossroadspres.org on how to set up an account.)
5. After successful login you’ll be welcomed to your home page.
6. To view your contribution history, go to the “My Giving Summary” box in the lower left corner of your home page and select the “My Giving History” line.

The screenshot displays the MyCrossroads website interface. At the top, a green banner features the "MYCROSSROADS" logo. Below the banner, a navigation bar includes "Home", "Groups", "Events", "Giving", and "Serving". A user greeting "Welcome, Tricia Landrum" is visible on the left, and links for "Report a Problem", "More Info", and "Sign Out" are on the right.

Key sections include:

- I Want to View...:** Contains links for "Available Registrations", "My Complete Profile", and "My Giving History".
- My Calendar:** Shows the date "Monday, April 18, 2016" and a list of events with columns for Time, Event, and Location. Below the list is a calendar grid for April and May 2016.
- My Groups:** Features a "My Activities" section with a table for Name and Action, including "Membership Class > Member" and "Staff > Current".
- My Giving Summary:** Located in the bottom left, it contains a red circle around the "Show Giving" link, along with "My Giving History", "Manage Scheduled Giving", and "My Pledge History" links. "Give Now" and "Pledge Now" buttons are also present.

7. Click on the “PDF Tax Statement” button to receive your latest Crossroads tax giving statement. This statement is updated quarterly. Only the most recent prior quarter is available online. Annual tax statements will not be posted until the end of January the following year; for example your 2016 annual tax statement will be available at the end of January 2017.



8. If you have additional questions, or are experiencing difficulties using this tutorial, please contact Jessie Read at jessie.read@crossroadspres.org.