**To Access and Print Your Yearly Giving Statement**

Start by logging into your church's site: [https://southridgefairmont.ccbchurch.com/goto/login](https://southridgefairmont.ccbchurch.com/goto/login%20) or go to [www.southridgechurch.net](http://www.southridgechurch.net) and click on the SRC Connect Login Tab.

1. Click on the image of your **Profile** at the top of your page
2. Click on the **Involvement** tab in your profile
3. Scroll down to the **Financial** tile
4. Click on the ellipses menu and click **Giving Statement**



Select the appropriate options for the statement...

* **Type**
	+ **Family** - Generates a combined statement for primary contact and spouse and separate statements for any gifts given by Children or Other family members
	+ **Individual** - Generates one statement for each person in the family that has given during the date range
* **Date Range** - This will determine which transactions to include in the statement based on the post date set for the transaction
* **Tax Deductible** - Choose which transactions to include based on their tax-deductible status: tax deductible, non-deductible, or both