

# ACCESSING GIVING RECORDS

In order to access your giving records online, you will need to create an account through Breeze. As a member, you should have already received an invitation through email on January 22, 2020. If you did not receive the email, or if you need a new invite, please contact Liz Moore at 214-342-6095 or [lmoore@hocc.org](mailto:lmoore@hocc.org).

Once your login is created, you will need to go to the following website <https://highlandoakschurchofchrist.breezechms.com/login>.

Once you are logged in, you should see Giving down the left side of the page. Click on giving and it should populate your giving records down below your profile information. It will automatically default to your giving records for the current year. For your giving records for the previous year, just put in the dates for that specific year. For example, put January 1, 2019 in the start date column and December 31, 2019 in the end date side. It should then populate automatically with giving for the date range you have chosen. Then to the right of the date columns, you should see "Download as Excel". You can either click that to download an excel file or click on the drop-down arrow next to it and it will give you the option to print a statement.