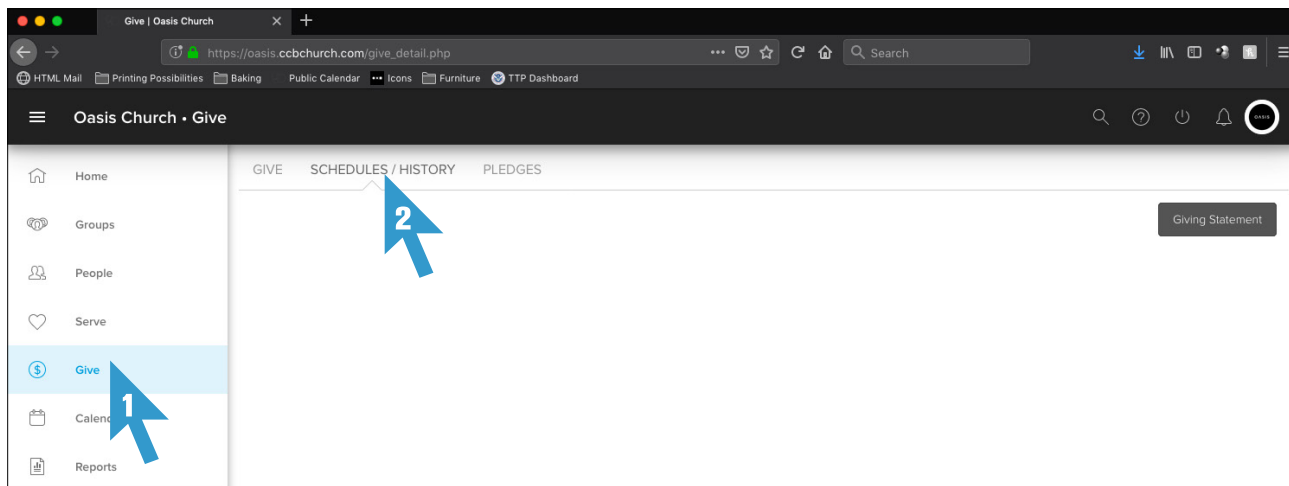


# HOW TO DOWNLOAD YOUR GIVING STATEMENT

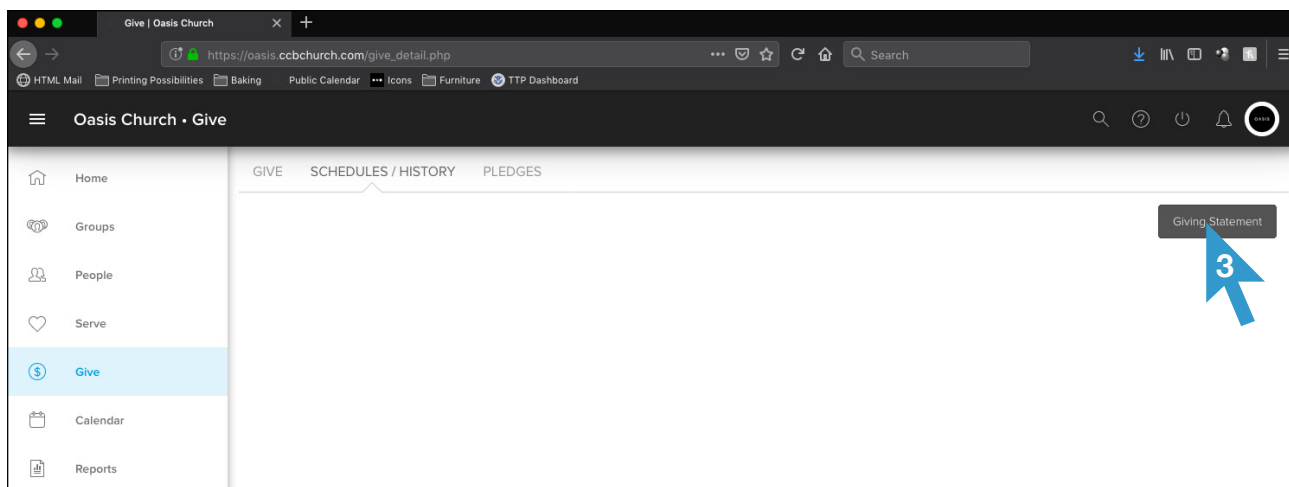
[CLICK HERE](#) to log-in to your My Oasis Profile

Don't have a My Oasis Profile? Set One up [HERE](#).

Once you've logged in, click on "GIVE" in the left hand column.  
Then choose the SCHEDULES/HISTORY tab at the top left.



Click on the "Giving Statement" button in the top right corner.



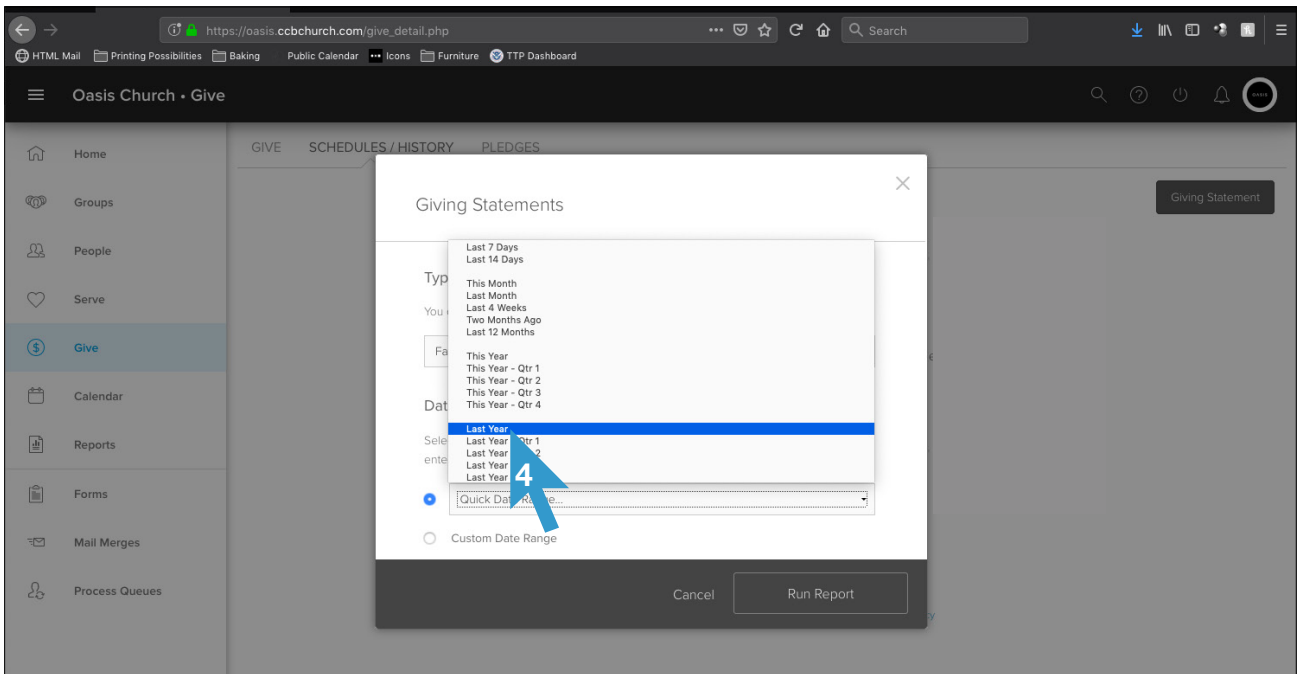
A new screen will open and you'll have several options to determine in order to generate your statement:

**TYPE:**

Choose "Family" to include all giving recorded for you and your spouse (if applicable)

**DATE RANGE:**

Click on "Quick Date Range" - choose the date range/year of giving statement needed



**TAX DEDUCTIBLE:**

For IRS requirements, choose "Deductible Only"

**INCLUDE PLEDGE INFORMATION:**

Leave box unchecked.

Click "Run Report" button.

A new screen will appear. Print or Download.

To return to your My Oasis profile, click your browser's back button.