

1. Click the green "Get Started" button. You will be directed to the following login page.

**Please Login**

Email address:  ← Enter email address here

Send me the login security code to my email address:

When you have the login security code, please input here:  ← Enter security code here

2. Enter your email address in the email address field and click "Send Code".

3. Check your email for a security code.

4. Enter the security code into the second field and click "Login". You will be directed to the donation receipt download page.

Offering Number:  Year:

5. Select your offering number and the year of the donation receipt you would like to download. Click "Get Receipt" to confirm.

6. Click "Download" to finish downloading your receipt.