

Here are instructions for accessing your giving statement through your online profile:

If you have already activated your profile and have a user name and password, please login to your account by clicking the following link: <https://www.calvaryhillsboro.org/members>

To view and print your giving record, login to your profile/account on our Church Community Builder and then follow these steps:

1. Once you are logged into CCB, click the "Give" section found on the menu column on the left side of the page.
2. At the top left of the page click the tab that says "Schedules/History". Click the gray button in the top right-hand corner which is labeled "Giving Statement".
3. A page should pop-up which is labeled "Giving Statements". There are three fields to fill in to get your proper year-end giving statement.
 - a. From the Type drop-down, select "Family" or "Individual"
 - b. From the Date Range drop-down, select "Last Year"
 - c. From the Tax Deductible drop-down, select "Deductible Only"
 - d. Click the bottom right-hand gray button that says "Run Report"
4. This will generate your Year-End Giving Statement.
5. Print this page for your tax records.