

STEPS TO DOWNLOAD YOUR CONTRIBUTION STATEMENT

Go to thencfc.com

The screenshot shows the homepage of The New Covenant Fellowship Church. At the top left is the church's logo, which consists of a stylized 'f' and 'c' in blue and gold, followed by the text 'THE new covenant FELLOWSHIP CHURCH'. To the right of the logo is a vertical banner that reads 'LEARN LOVE LIVE' in blue and gold. Below the logo and banner is a dark blue navigation menu with white text for 'HOME', 'ABOUT US', 'CONNECT', 'CARING 4 YOU', 'NEWS AND EVENTS', 'MEDIA', 'SUPPORT', and 'GIVE'. The main content area features a large banner with a background image of Earth from space, with the text 'TURN THE WORLD UPSIDE DOWN' overlaid in white and yellow. Below the banner is a sidebar on the left with a vertical menu containing 'The Vision', 'Ministries', 'Help Links', 'Ask the Pastors', and 'Online Login'. The 'The Vision' section is active, displaying the text: 'THE VISION', 'Matthew 6:10: To Bring thy kingdom Come into a manifest awareness in the earth.', 'The Mission: To produce Balanced, Sober, Settled Christians, with a radical expression (unashamedly praise and worship God).', and 'The Purpose: Applying God's word today, to live life a better way!'. To the right of the sidebar is a section titled 'UPCOMING EVENTS' with a 'View All' button. It lists three events: 'L.E.A.D. Training Class SEPTEMBER 19TH', 'Daylight Savings Time NOVEMBER 7TH', and 'Marriage Maintenance meets Home Improvement Marriage Retreat NOVEMBER 12TH - 13TH'.

Select **Online Login**

The screenshot shows the 'ONLINE COMMUNITY LOGIN' page. On the left is a vertical sidebar menu with the following items: 'The Vision', 'Ministries', 'Help Links', 'Ask the Pastors', and 'Online Login'. The 'Online Login' item is highlighted in a dark blue box. The main content area is titled 'ONLINE COMMUNITY LOGIN' and contains a form with the following fields and buttons: 'Username' (text input), 'Password' (text input), a 'Login' button, a 'Forgot Password?' link, a 'Sign Up' link, and a 'No login form? [Click here](#)' link.

If you already have a login, **LOGIN**.

If you are a new User, click **SIGN UP** to get a user name and password assigned to you.
**After requesting a login, or being assigned one, you will receive an email containing your login information. Use the links in the email to access our online community.*

Your Personal Home Page

Once you log into the online community you will land on your personal home page. This page contains information specific to you including:

- A welcome message from the church
- A list of upcoming church-wide events or events hosted by groups you belong to
- Activity in Groups you belong to
- Your profile blurb (includes name, contact phone, picture and email address)
- A list of your groups

The screenshot shows the user's personal home page. At the top is a dark blue navigation bar with the church name "The New Covenant Fellowship Church" on the left and "Help Settings Logout" on the right. Below the navigation bar are several menu items: Home, Groups, Calendar, Messages, People, Give, More, Reports, and Search. The main content area features a "Welcome to The NCFC Online!" message, a brief description of the church's online tool, and a "My Groups (3)" section listing "The New Covenant Fellowship Church", "Guest Services", and "Volunteers". A profile blurb for "Guest" is visible on the right side.

1. Click **Go to My Profile** from the home page.

The screenshot shows the user's profile blurb. It includes a placeholder for a profile picture, the text "Welcome Guest", and a yellow button labeled "Go to my profile".

2. Click **Financial** from your profile tabs.

The screenshot shows the profile tabs: Activity, Family, Notes, Info, Involvement, and Financial. The "Financial" tab is highlighted.

The screenshot shows the Financial section with callouts. The "Recent Transactions" table is highlighted with a "Recent Giving" callout. The "Printable Statements" section is highlighted with a "Choose type of statement" callout. The "Pledges" section is highlighted with a "Pledge History" callout.

| Recent Transactions | |
|---------------------|----------|
| Feb 7, 2010 | \$300.00 |
| Jan 3, 2010 | \$300.00 |
| Jun 7, 2009 | \$750.00 |

| Pledges | |
|-------------|------------|
| 2010 Giving | \$3,600.00 |

Printable Statements

- Giving Statement
- Pledge Statement

3. Click giving or pledge statement to view and/or print your giving statement or pledge statement.

Printable Statements

Giving Statement

Pledge Statement

4. Fill in form and click Create to generate the Giving or Pledge statement.

1. Type: The Primary Contact and Spouse in the family will be able to choose either an Individual or a Family statement. All others family positions will not have this option available.
2. Date Range: Choose the dates you wish to use for the giving or pledge statement. Only transactions within the range will be included.
3. Tax Deductible: You may choose to include only tax deductible gifts, non-deductible payments or both on your statement.

Giving Statements

Type
You can print giving statements for families, individuals, or groups.

Family

Date Range
Select a "Quick Date Range" from the pulldown or click on the calendar icons to easily enter the start and end dates.

1/01/10 12/27/10

Year to Date

Tax Deductible
You can print giving statements for tax deductible gifts, non-deductible or both.

Deductible Only

[Cancel](#) or [Create](#)