

How to Access Giving Statements

Login to Belong

1. Go to [Belong](#).
2. Enter your username (generally your email address) and password.
3. Choose the blue LOGIN button.

Generate My Giving Statement

This can be done at any time and includes cash, check, or online donations.

1. [Login into Belong](#)
2. On the left side menu, choose **My Giving**
3. From the My Giving screen, choose the **SCHEDULES/HISTORY** tab
4. Review your giving history there. If there is anything wrong, contact the finance office.
5. Select the grey **Giving Statement** button in the right corner.
6. Under the **Date Range** header, choose Date Range (either Quick Date Range Year to Date) or Custom Date Range (choose January 1, 2023 to today's date)
7. Under the **Tax Deductible** header, choose Deductible Only from the dropdown menu.
8. Under **Include Pledge Information**, do not select checkbox unless...
9. Select **Run Report**
10. **Download or print** generated statement that appears on the screen.

Update Your Profile Information

You can also update your family's information (anyone marked as Primary, Spouse, or Child)

1. [Login to Belong](#)
2. Click your profile picture or circle with initials in the upper right corner. Select PROFILE link.
3. In the header, select the blue Edit Profile button.
4. Edit your name, Contact, Personal, Demographics, Social, or Custom fields information.
 - a. We strongly recommend providing us with your:
 - First Name
 - Last Name
 - Email
 - Mobile Phone
 - Carrier
 - Mailing Address
 - Marital Status
 - Campus
 - Gender
5. Click SAVE and then update your profile picture.

6. Update your profile picture: In the header bar, select the camera icon in the gray square.

- a. Choose a file from your computer or phone. Open file.
- b. Crop the picture to your liking and select ADD.

**You will not be able to edit profile information on any Family set as "Other." To get that changed, contact belong@thechapel.life.*