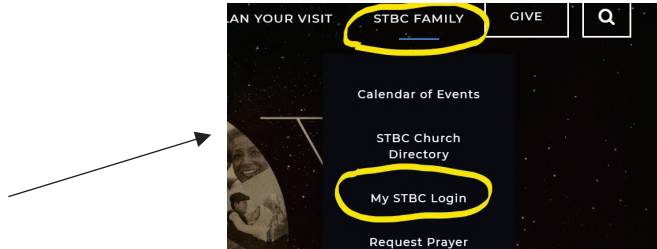


Printing Your 2020 Giving Statement

Log In to MySTBC

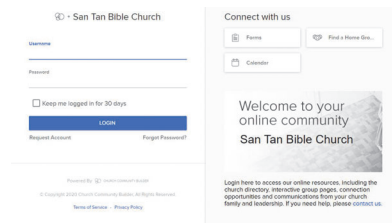
There are two ways you can log in to MySTBC:

- Go to the church website, www.santanbible.org and click on the **STBC Family** tab in the upper right-hand corner. The drop down menu will appear - select **My STBC login**.



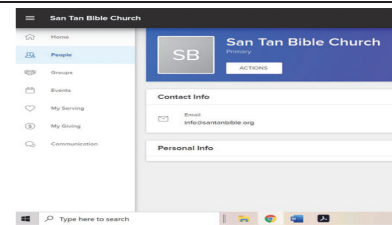
- Or you can go to the following webpage to log in: www.santanbible.cbcchurch.com
- A sample screenshot of the login screen is shown below on the right.

- If you don't have an account, click on **Request Account** on the left side of the login page.
- If you have forgotten your password, click on **Forgot Password?** on the right side.
- Need assistance? E-mail Joanne Weiss at joanneweiss@santanbible.org or call her at 480-861-8750.

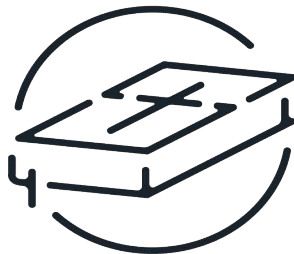
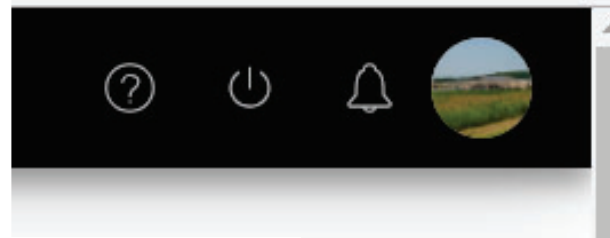


Go to Your Profile Page

- Once logged in, you will see a screen similar to this >>



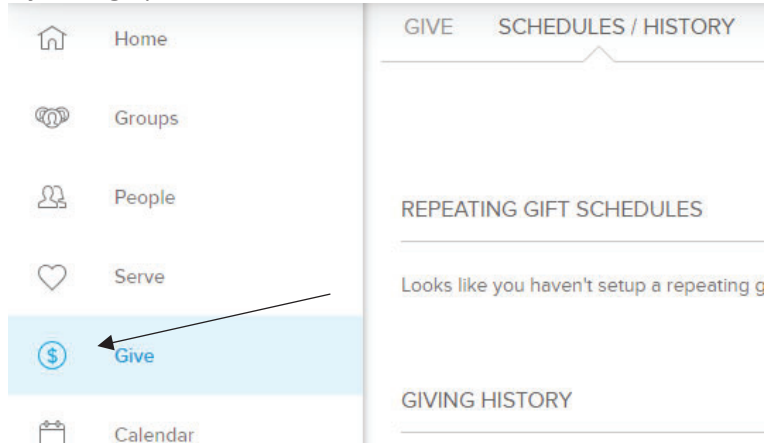
- To go to your profile, click on the circle to the right of the bell icon in the upper right-hand corner.



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 GOD'S TRUTH, VERSE BY VERSE

Go to the "My Giving" Page

- Next, click on the grey **My Giving** option on the left side.



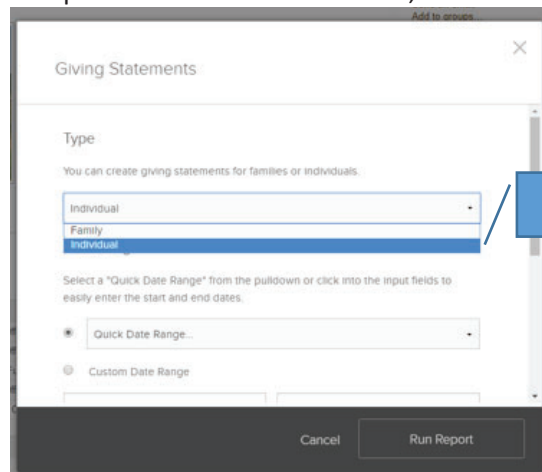
Click on Giving Statement Icon

- Click on the black **Giving Statement** icon on the far right of the giving screen



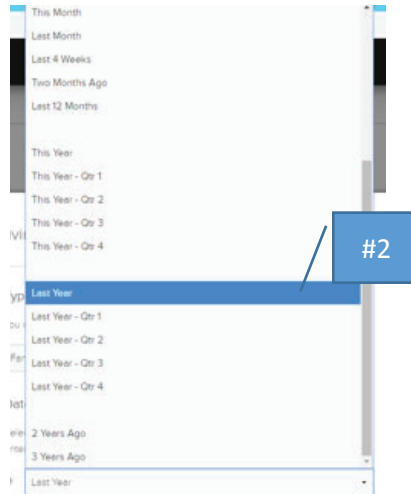
Specify Giving Statement Type – Defaults to Family—Your Best Option

- **Family** - Generates a combined statement for primary contact and spouse and separate statements for any gifts given by Children or Other family members.
- **Individual** - Generates one statement for each person in the family that has given during the selected date range. **If you select Individual, you will only see giving that is done in your name. You will not be able to view spouse's giving (if applicable).** If you want to print an individual statement, this can be modified as shown in #1 below.



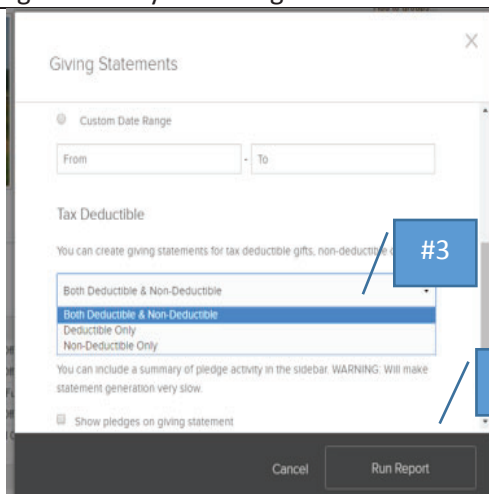
Specify Date Range

- Click on **Quick Date Range** and select **Last Year** (or **This Year**) from the list of options based on what date range you want to see (see #2).
- Other date selections can be viewed by using the scroll bar on the right.
- You can also specify a **Custom Date Range** if you prefer. If you select a custom date range that is more than one year, you need to keep in mind that year designations are NOT included on the printout. It is best to print each year separately.



Specify Type of Gift

- Decide if you want to include both deductible and non-deductible (events, etc.).
- **The Default includes both.** If you only want deductible, click on the dropdown arrow, and select from the options displayed (see #3).
- Click on **Run Report** in the lower right-hand corner (see #4). A PDF of your Giving Statement is now displayed. You can right click and save it or print it from that screen.
- If you have selected both deductible and non-deductible, your giving will also be listed in those two categories on the right side of your Giving Statement.



Sample Deductible/Non-Deductible Categories

Summary	
Tax Deductible	
HS Mission Domestic	\$50.00
HS Mission International	\$350.00
Tithes and Offerings	\$1,860.00
Total	\$2,260.00
Non-Deductible	
Special Events (...hwide)	\$5.00
Total	\$5.00

