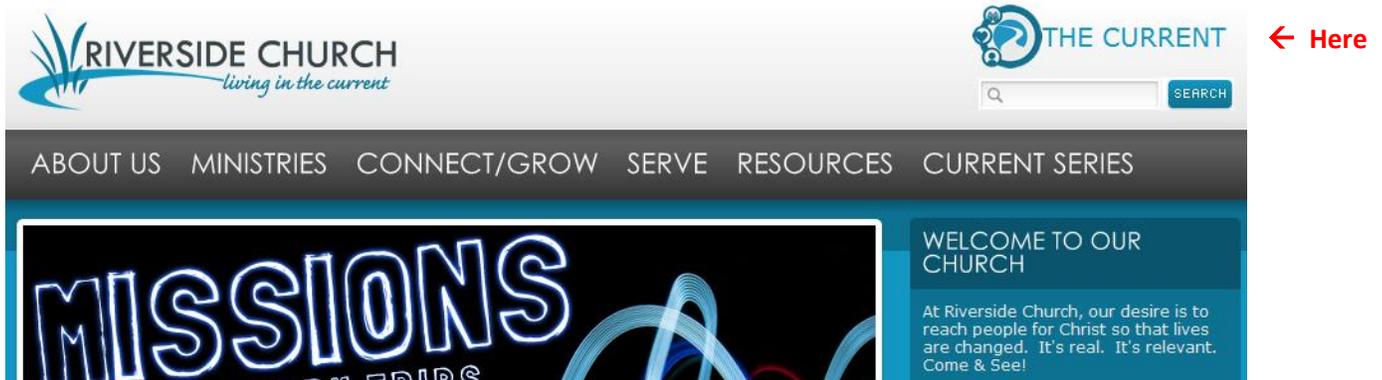


*“You must each decide in your heart how much to give. And don’t give reluctantly or in response to pressure. For God loves a person who gives cheerfully. And God will generously provide all you need. Then you will always have everything you need and plenty left over to share with others.” 2 Corinthians 9:7-8*

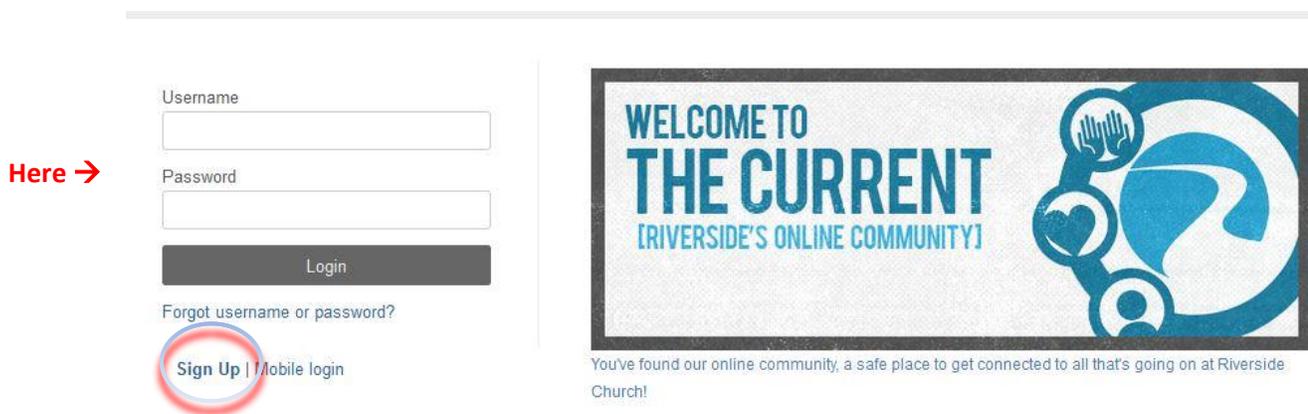
Thank you for your commitment to the financial support of Riverside Church; we are very grateful for those who make the grace of giving a priority in their life, and we know electronic giving options can make that a much easier and more regular step of obedience. As part of our ongoing commitment to providing a secure environment for financial transactions, as well as our desire to make your personal data easily accessible to you, we are providing this resource to help you understand how to set up digital giving, how to access your personal data for review, and how to run a giving report you can use to evaluate your account or access information for tax purposes.

## HOW TO SET UP DIGITAL GIVING AND HOW TO GENERATE YOUR PERSONAL GIVING STATEMENT

1. The first thing you will need to do is to log into The Current. You can do this by **clicking the link** on our homepage ([www.myriversidechurch.com](http://www.myriversidechurch.com)) in the upper right hand corner.



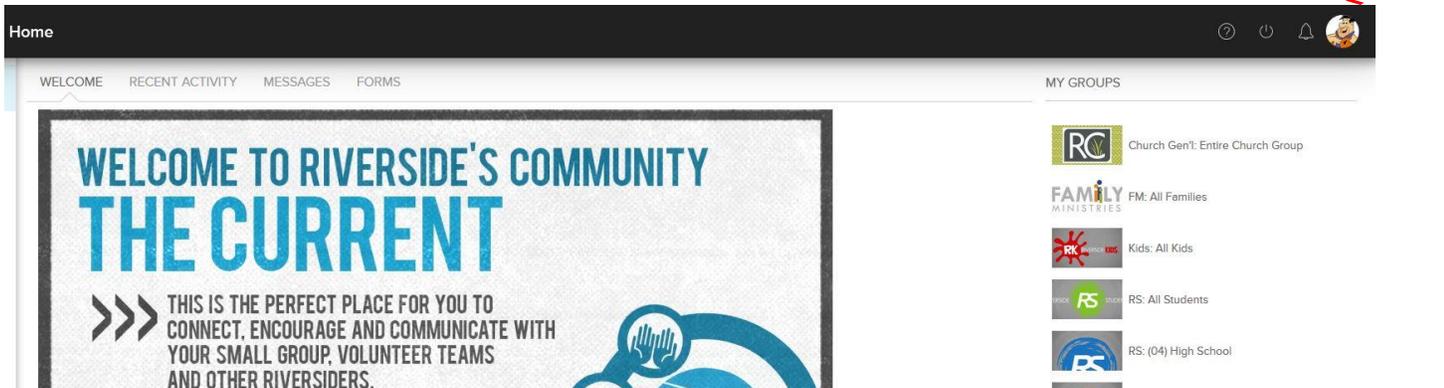
2. This will take you to the log in page where you will enter your own unique, personal user name and password. If you haven’t already set up your profile, you can click the “sign up” link to request a password, or call the office and ask Judy or Lisa for help sending you one (see example #1).



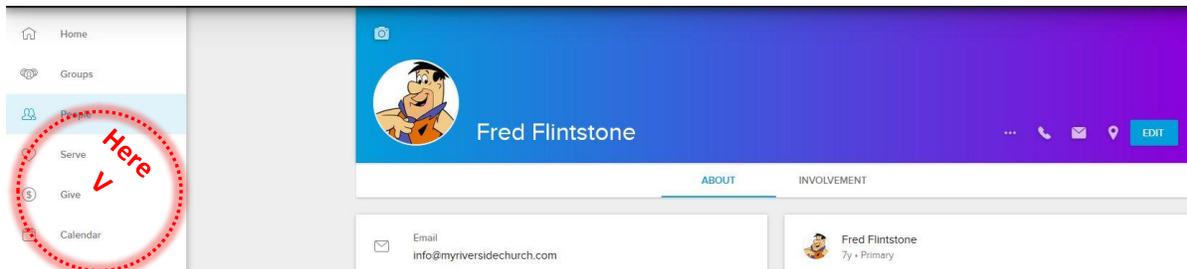
### Why Should I Get Connected?

- \*To stay in touch with the people, news, & events which are part of Riverside
  - \*To register & pay for an event, join a small group, or find a place to volunteer
  - \*To make a safe one-time gift or set up and easily manage recurring gifts
  - \*To view and print my giving statement at any time
  - \*To find the places I can belong and the people who will grow with me
- View our [privacy policy](#) and sign up below; we're glad you're here!

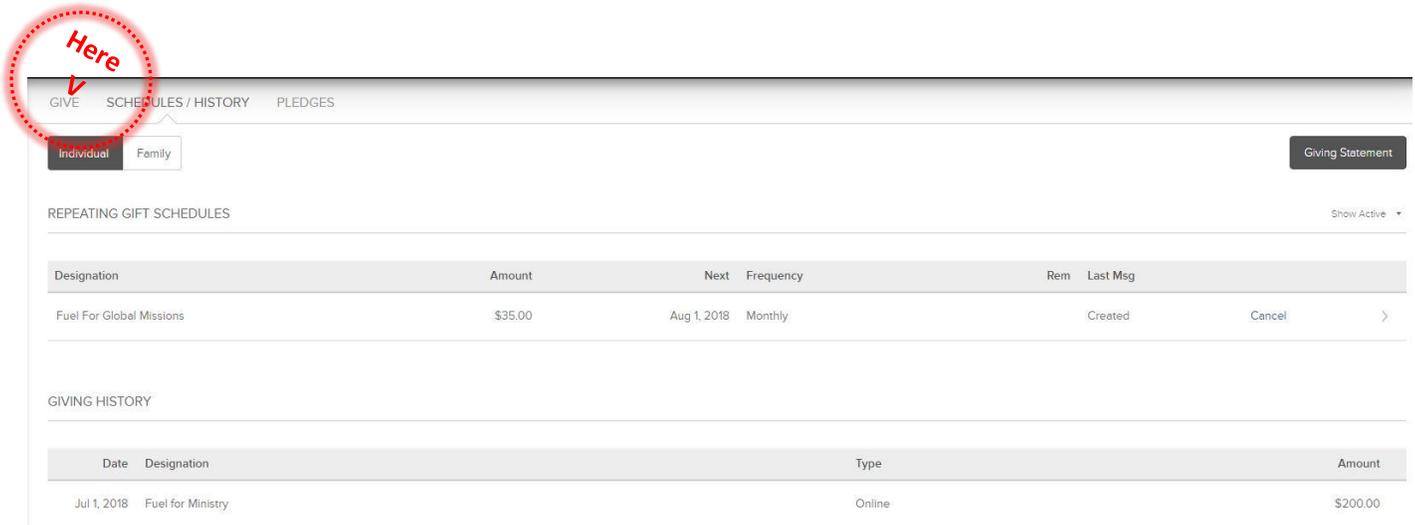
- Once you have logged in you will see your personal home page. **Click the circle in the upper right hand corner** on the right side of the screen.



- You've now arrived at your profile. The next thing you want to do is **click on the give tab**.



- Now **click on the give tab** which opens up on the next screen in the upper left hand corner.



Once you click the grey give button you will see your payment options, where you can select whether you would like to make a One-time Gift, or set up an on-going tithe with the Repeating Gift option (next page).



If you choose to give a recurring gift, your screen will look a little different, like this):

One time gift     Repeating gift

Gift Amount

Choose Designation  Giving Amount

Add another

Schedule Details

Choose Frequency  Starting Date

Continue Until

- I change this repeating gift
- contributions have been made

Payment Type

- Checking account *(preferred method)*
- Debit/credit card

Like previous page, choose your fund, gift amount, and payment type as described. What you will also do now is select the frequency you wish a recurring gift to occur by using the drop downs. Select a starting date and also indicate your wishes for how long the gift is to continue.

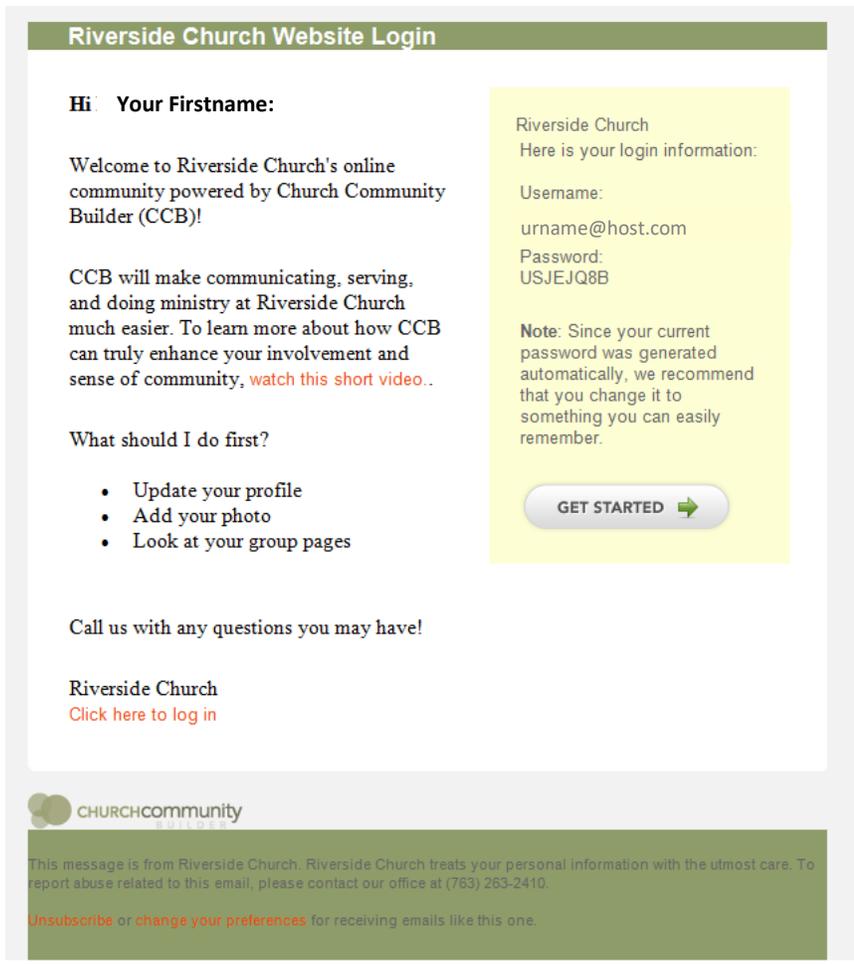
Don't forget to hit continue.

Cancel

9. As a last step, a confirmation box will appear asking you to confirm your gift. This is a great way for you to confirm you have entered all the details correctly before hitting the button which says “process payment.”

10. You will receive an email confirmation for your gifts. Make sure you have ‘whitelisted’ ccbchurch.com, @ccbchurch.com and \*ccbchurch.com if you would like to receive these receipts.

This is what you should receive in your email if you are requesting a username and password:



## Example #1

## Example #2

The screenshot shows the "SCHEDULES / HISTORY" tab in a web application. It has two sub-tabs: "Individual" (selected) and "Family". There is a "Giving Statement" button. The "REPEATING GIFT SCHEDULES" section shows a table with one entry: "Fuel For Global Missions" for \$35.00, starting on Aug 1, 2018, with a monthly frequency. The "GIVING HISTORY" section shows a table with four entries of online giving.

Designation	Amount	Next	Frequency	Rem	Last Msg
Fuel For Global Missions	\$35.00	Aug 1, 2018	Monthly	Created	Cancel

Date	Designation	Type	Amount
Jul 1, 2018	Fuel for Ministry	Online	\$200.00
Jul 1, 2018	Fuel For Global Missions	Online	\$35.00
Jun 1, 2018	Fuel for Ministry	Online	\$150.00
Jun 1, 2018	Fuel For Global Missions	Online	\$35.00

Here's what the schedules/history tab on your profile will look like once you begin giving, and/or using on-line giving (other users cannot see this, it's only visible on your personal profile when you log in with YOUR username and password.)

Here's an example of what your giving statement will look like if you click on the "Giving Statement" blue text on your financial tab. No one can see this information except for the person who logs into their own profile, so don't share your user name and password with others. Directions on how to generate a giving statement are on the subsequent pages.

Riverside Church Giving Statement

**Example #3**

Oct 1, 2011 - Nov 30, 2011  
as of Nov 17, 2011

Date	Payment Type	Note	Category	Amount	TD
Oct 23	Check - 1528		Ministry Fund	\$86.00	X
Nov 6	Cash		Ministry Fund	\$70.00	X
Nov 6	Cash		Missions	\$10.00	X
Nov 13	Online		Event Registration	\$80.00	
Nov 15	Online		Ministry Fund	\$45.00	X
Nov 16	Online		Ministry Fund	\$70.00	X

Summary	
<b>Tax Deductible</b>	
Ministry Fund	\$271.00
Missions	\$10.00
<b>Total</b>	<b>\$281.00</b>
<b>Non-Deductible</b>	
Event Registration	\$80.00
<b>Total</b>	<b>\$80.00</b>

Riverside Church  
PO Box 296  
Monticello, MN 55362

Thank you so much for your support of Riverside Church and our ministries. Unless otherwise noted, your contributions were received with no exchange of goods or services other than intangible religious benefits.

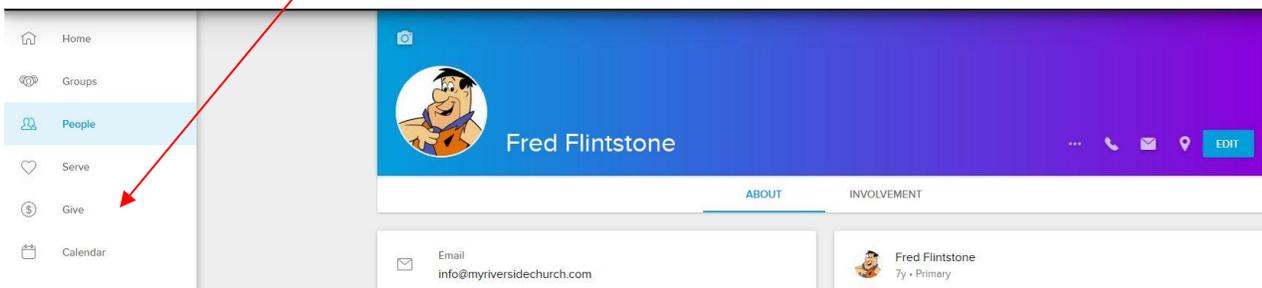
# How to Generate Your Personal Giving Statement

Riverside Church routinely generates and mails giving statements to each individual, including a year-end giving report you can use for tax purposes. We want you to know you can also create one yourself anytime you choose! Here are the directions for printing your own giving statement:

Click on the circle in the upper right hand corner to navigate to your personal profile

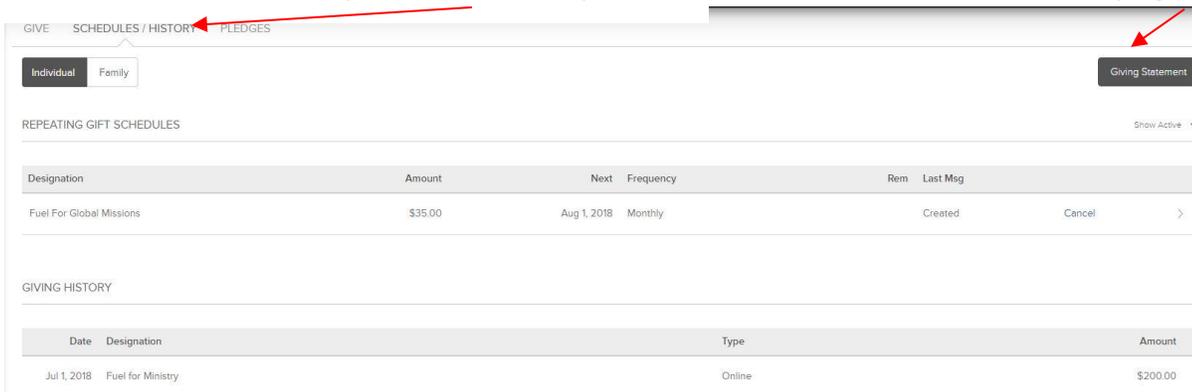


Next, click on the grey Give tab



Now click on the text that says 'schedules/history'

And then on the text that says 'giving statement'





## Giving Statements

### Type

1. Use the pull down to choose either generation of an individual statement, or one for the entire family's giving.

You can create giving statements for families or individuals.

Individual 

### Date Range

Select a "Quick Date Range" from the pulldown or click into the input fields to easily enter the start and end dates.

Quick Date Range...

2. Use the pull down for a quick date range, or the calendars in each box to select the starting date and ending date (the period of time) you want your statement to cover.

Custom Date Range

From  - To

### Tax Deductible

3. Use the pull down to select either 'both deductible & non-deductible' (will include ANY payment to Riverside, like books purchased, camp or class fees, etc.); for your charitable tax deductible giving ONLY, choose 'deductible only.'

You can create giving statements for tax deductible gifts, non-deductible or both.

Both Deductible & Non-Deductible 

### Include Pledge Information

You can include a summary of pledge activity in the sidebar. **WARNING:** Will make statement generation very slow.

Show pledges on giving statement

4. Click the black box which says "run report."

That's it! If you have any further questions about how to use The Current or about your financial transactions at Riverside, please call our office at 763.263.2410.