Generating and Printing your Giving Statement

First Login to myCrossCity at: https://crosscity.ccbchurch.com/

Once you have logged in, in the top right hand corner click on your Name and the following menu will come up (see picture below). Click the Profile link to view information in your profile.

When you click this link you will be directed to your individual profile page. Once you are in your profile you will click on the Financial tab.

Select Giving Statement.
Once that screen opens... Under **Type** you will leave the first drop down on **Family**. Under **Date Range**... select the Quick Date range arrow drop down and choose **Last Year**. Under **Tax Deductible**... leave that to show Both Deductible and Non-Deductible. Under **Include Pledge Information** check the box next to **Show pledges on Giving Statement**. Last, Click...**Run Report**.

This screen will open when you select **Run Report**. This is where you will print your giving statement.