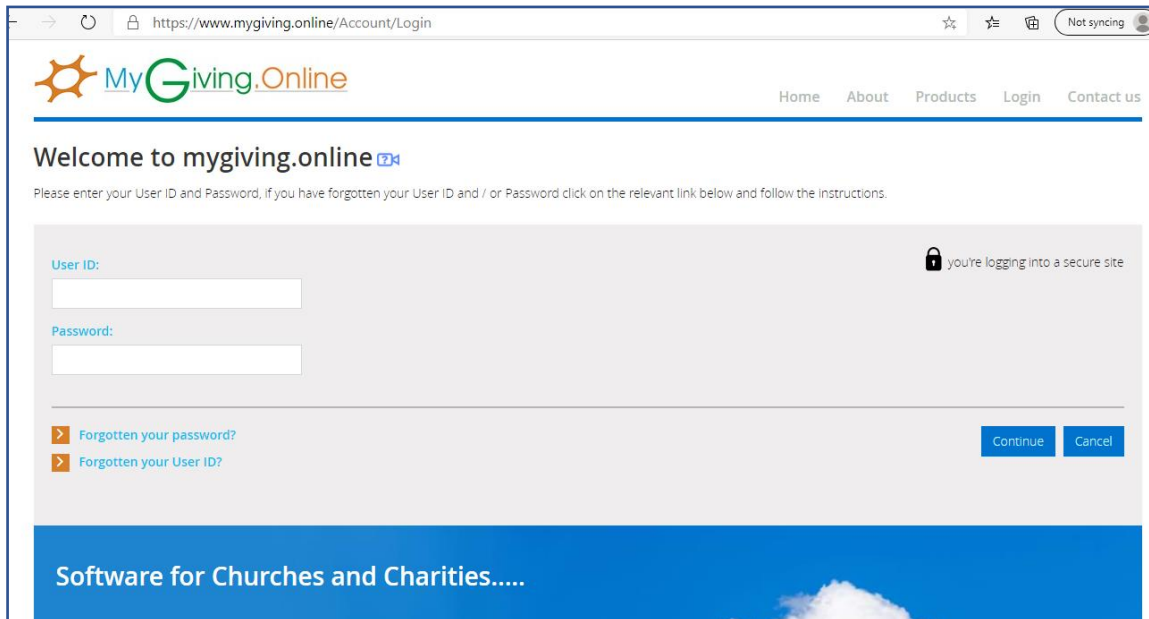


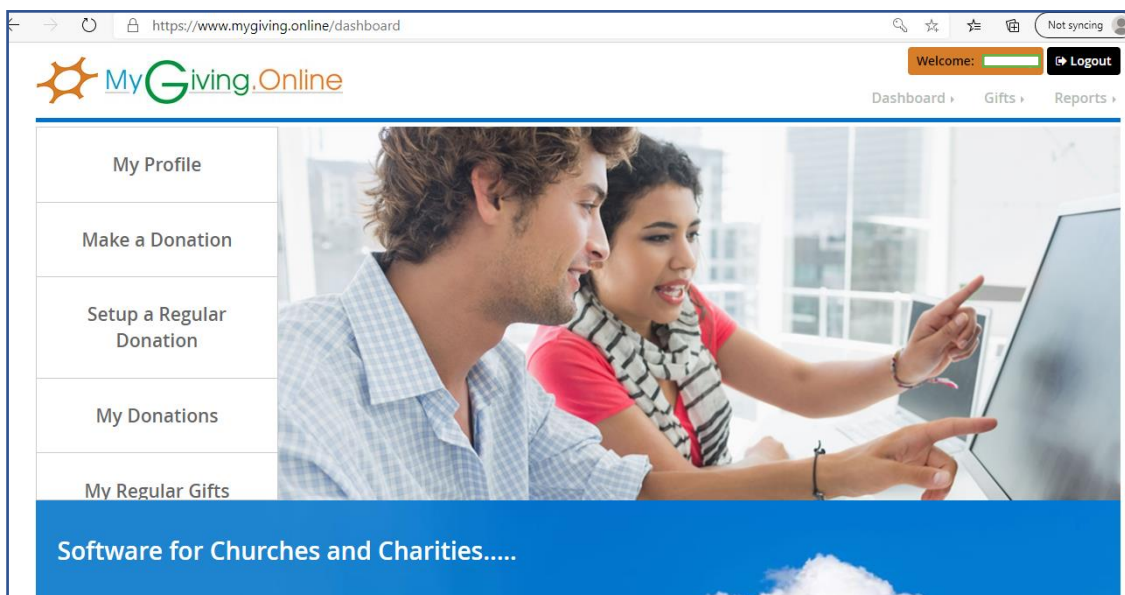
## MyGiving.Online Personal Login & Report Instructions:

Go to <https://mygiving.online/account/login>



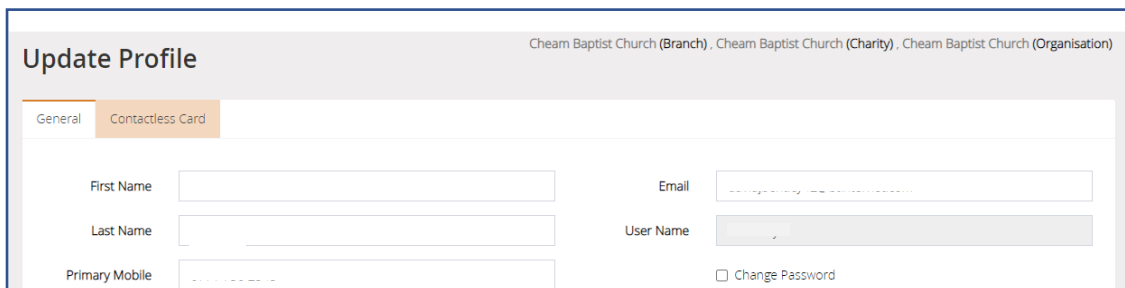
The screenshot shows the login page for MyGiving.Online. The browser address bar displays <https://www.mygiving.online/Account/Login>. The page features the MyGiving.Online logo and navigation links for Home, About, Products, Login, and Contact us. A welcome message reads "Welcome to mygiving.online" with a small icon. Below this, a note states: "Please enter your User ID and Password, if you have forgotten your User ID and / or Password click on the relevant link below and follow the instructions." The login form includes fields for "User ID:" and "Password:". To the right of the password field, there is a lock icon and the text "you're logging into a secure site". Below the form are two links: "Forgotten your password?" and "Forgotten your User ID?". At the bottom right of the form are "Continue" and "Cancel" buttons. A blue banner at the bottom of the page reads "Software for Churches and Charities.....".

Login with the User ID and password provided:



The screenshot shows the dashboard for MyGiving.Online. The browser address bar displays <https://www.mygiving.online/dashboard>. The page features the MyGiving.Online logo and navigation links for Dashboard, Gifts, and Reports. A "Welcome:" message is displayed next to a user profile picture, with a "Logout" button. A sidebar menu on the left contains the following items: "My Profile", "Make a Donation", "Setup a Regular Donation", "My Donations", and "My Regular Gifts". The main content area shows a photograph of a man and a woman looking at a computer screen. A blue banner at the bottom of the page reads "Software for Churches and Charities.....".

My Profile will give the following screen:



The screenshot shows the "Update Profile" screen for My Giving Online. The browser address bar displays <https://www.mygiving.online/dashboard>. The page features the MyGiving.Online logo and navigation links for Dashboard, Gifts, and Reports. A "Welcome:" message is displayed next to a user profile picture, with a "Logout" button. A sidebar menu on the left contains the following items: "My Profile", "Make a Donation", "Setup a Regular Donation", "My Donations", and "My Regular Gifts". The main content area shows a photograph of a man and a woman looking at a computer screen. A blue banner at the bottom of the page reads "Software for Churches and Charities.....".

N.B. **Contactless Card** tab will not be in operation for some time yet

**General** Please update any details – and **Save** You may wish to change your password (we don't have a record of the randomly generated password that you have been given).

## 2019/20 Gift Aided Donations for HMRC

In order to get a report detailing your giving to CBC for 2019-20 you will need to go to:

- Reports (top RH of screen) >
- Donations >
- Summary of Donations & Claims

Summary of donations and claims

Gifts given between: 06/04/2019 to 05/04/2020 Today

Report Style:  Details  Summary

Donation Type:  Gift Aided?  Non Gift Aided?

Export

- Enter the Dates 6/4/19 and 5/4/20 and 'Export':

Export Report

Download in:  PDF  Excel  CSV  Word

Report Orientation:  Landscape  Portrait

Preview

Download Cancel

There is no need to export the Report - You can just Preview!

## Other screens

My Donations screen will list **all** donations you have made since 5 April 2013 (You may need to sort by date).

My Profile

~~Make a Donation~~

~~Setup a Regular Donation~~

My Donations

~~My Regular Gifts~~

*Make a Donation, Setup a Regular Donation & My Regular Gifts tabs are not in operation yet.*

At present we would prefer that you make donations either by standing order or by online banking transfer to:

**Barclays, Sort Code: 20-84-17 Account: 70246182**

Have fun!

EKB 05/20