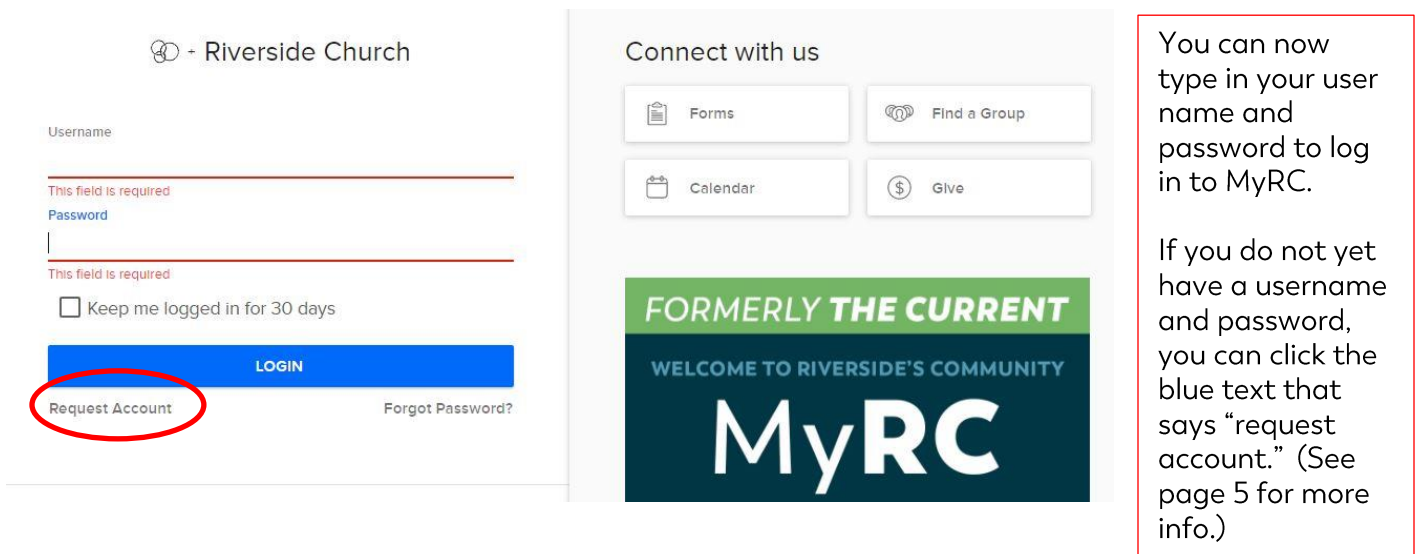
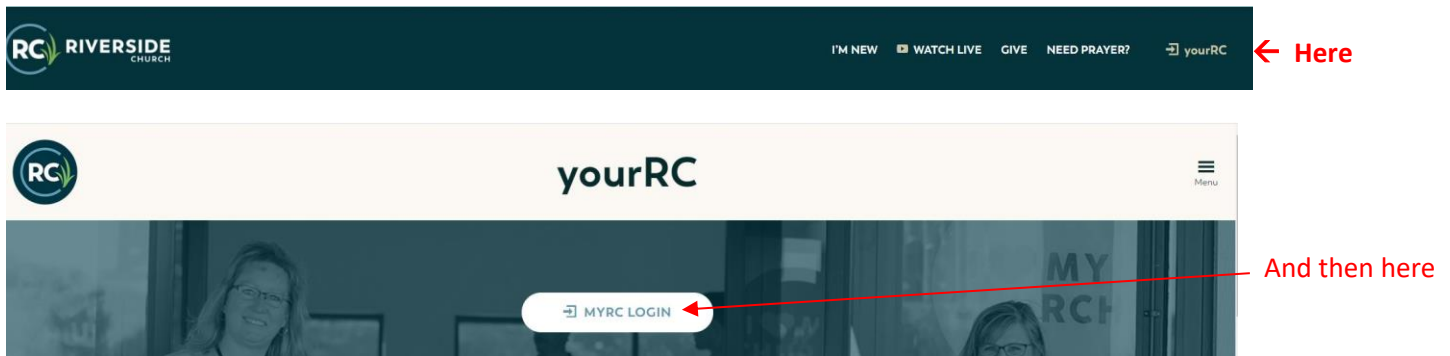


“You must each decide in your heart how much to give. And don’t give reluctantly or in response to pressure. For God loves a person who gives cheerfully. And God will generously provide all you need. Then you will always have everything you need and plenty left over to share with others.” 2 Corinthians 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 run a giving report you can use to evaluate your account or access information for tax purposes.

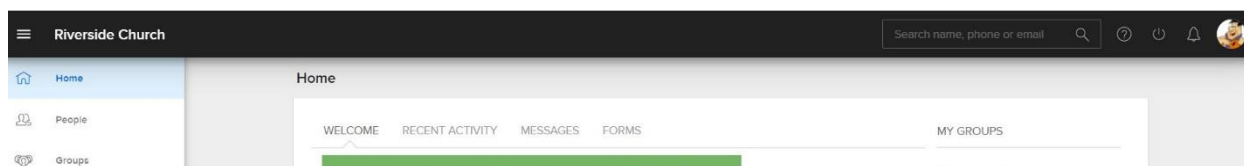
HOW TO GENERATE YOUR PERSONAL GIVING STATEMENT

1. The first thing you will need to do is to log into MyRC. You can do this by clicking the link on our homepage (MyRC.church) in the upper right hand corner.

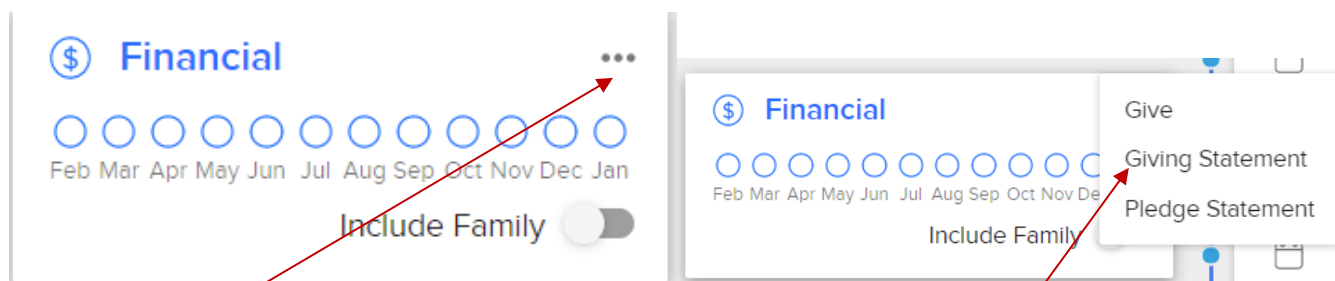
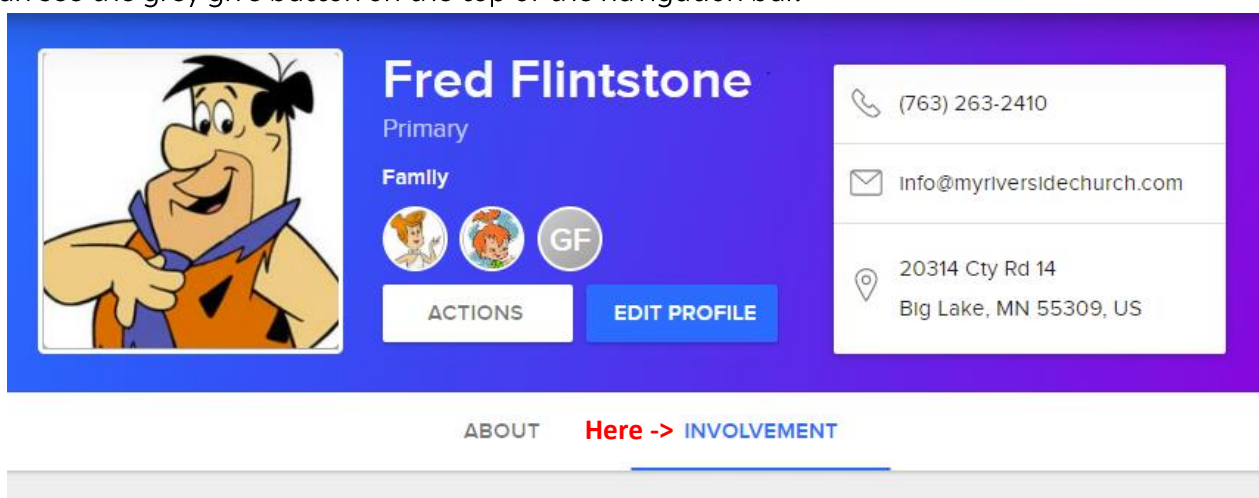


2. Once you have logged in you will see your personal home page. **Click the circle in the upper right hand corner with your picture or initials** from on the right side of the screen to check your profile page for accuracy.

← Here



3. The next thing you want to do is **click on the involvement tab** on the white navigation bar so you can see the grey give button on the top of the navigation bar.



4. Once you click on the involvement tab, you should see some tiles running down the left hand side of the page. Hover over the right hand corner of the one labeled "Financial" until you see the 3 elipses dots. Next choose the option 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 MyRC or about your financial transactions at Riverside, please call our office at 763.263.2410.

Once you click Request Account, you'll see this screen:

Request Account

To request a login to our online community, please answer a few simple questions to help us know you better.

Enter Your Information

First Name _____ Last Name _____

Email _____

Mobile Number _____ Select Carrier Choose... ▾

If the email and contact phone you enter matches what we have on file, a password will be autogenerated for you and you can begin using the system right away.

If no email match is found, your actions will generate a request to a staff member who can generate a log in email (usually within 2 business days) with your username and password. * (see page 7)

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

Riverside Church Website Login

Hi B Your Firstname:

Welcome to Riverside Church's online community powered by Church Community Builder (CCB)!

CCB will make communicating, serving, and doing ministry at Riverside Church much easier. To learn more about how CCB can truly enhance your involvement and sense of community, [watch this short video](#)..

What should I do first?

- Update your profile
- Add your photo
- Look at your group pages

Call us with any questions you may have!

Riverside Church
[Click here to log in](#)

GET STARTED ➔

Riverside Church
Here is your login information:

Username:
betty@myriversidechurch.com

Password:
USJEJi urname@host.com

Note: Since your current password was generated automatically, we recommend that you change it to something you can easily remember.

CHURCHCOMMUNITY BUILDER

This message is from Riverside Church. Riverside Church treats your personal information with the utmost care. To report abuse related to this email, please contact our office at (763) 263-2410.

[Unsubscribe](#) or [change your preferences](#) for receiving emails like this one.

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.

GIVE SCHEDULES / HISTORY PLEDGES

Individual Family Giving Statement

REPEATING GIFT SCHEDULES Show Active ▾

Designation	Amount	Next	Frequency	Rem	Last Msg
Fuel For Global Missions	\$35.00	Feb 1, 2021	Monthly		Created Cancel >
Fuel for Ministry	\$125.00	Feb 2, 2021	Monthly		Created Cancel >
Fuel for Ministry	\$125.00	Jan 16, 2021	Monthly		Created Cancel >

GIVING HISTORY

Date	Designation	Type	Amount
Jan 2, 2021	Fuel for Ministry	Online	\$125.00
Jan 1, 2021	Fuel For Global Missions	Online	\$35.00
Dec 20, 2020	Fuel For Global Missions	Cash	\$10.00

Here's what the schedules/history tab on your giving 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.)