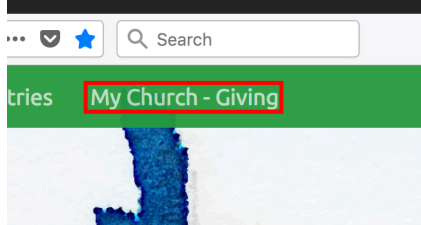


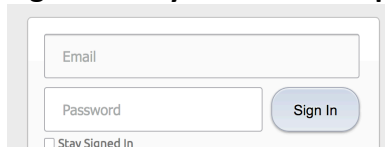
Accessing Online Giving Contribution Statements

FROM YOUR COMPUTER

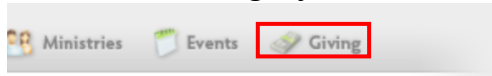
- 1) Log onto the website (www.livethecall.org)
- 2) On the upper right select “My Church – Giving”



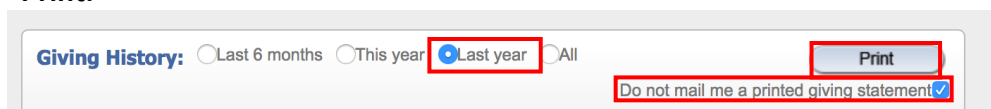
- 3) Sign in with your email and password

A screenshot of the user sign-in form. It contains two input fields: "Email" and "Password". To the right of the "Password" field is a "Sign In" button. Below the "Password" field is a checkbox labeled "Stay Signed In".

- 4) From the center-right just above the middle, select “Giving.”



- 5) In the box in the center of the page, select the “Last year” radio button and then “Print.”

A screenshot of the "Giving History" section. It features a row of radio buttons: "Last 6 months", "This year", "Last year", and "All". The "Last year" radio button is selected and highlighted with a red box. To the right of the radio buttons is a "Print" button, also highlighted with a red box. Below the "Print" button is a checkbox labeled "Do not mail me a printed giving statement" which is checked and highlighted with a red box.

- 6) Once you have printed your statement, be sure to check the “Do not mail me a printed giving statement.”
- 7) Congratulations!! You did it!!

PHONE ACCESS INSTRUCTIONS ARE ON THE OTHER SIDE OF THIS PAPER

Accessing Online Giving Contribution Statements

FROM YOUR PHONE

1) Access the My Church (MLAC) app.

2) Select the Menu at the top.



3) Towards the bottom of the Menu, select "Connect."

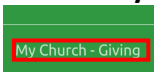


4) Go to the website

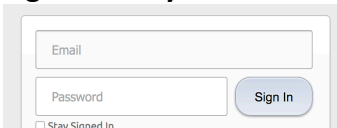
5) Select the Menu from the upper right



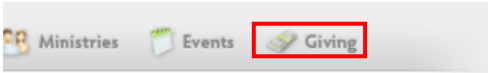
6) Select "My Church – Giving" from the bottom of the list



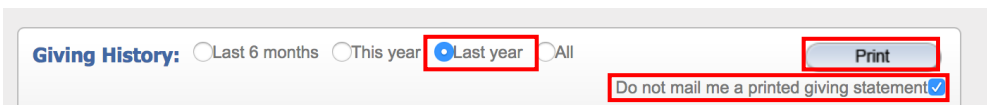
7) Sign in with your email and password



8) Scroll down and on the center-right, select "Giving." (This is easier to see if you turn your phone on its side / to landscape)



9) In the box in the center of the page, select the "Last year" radio button and then "Print."



10) Once you have printed your statement, be sure to check the "Do not mail me a printed giving statement."

11) Congratulations!! You did it!!

COMPUTER ACCESS INSTRUCTIONS ARE ON THE OTHER SIDE OF THIS PAPER