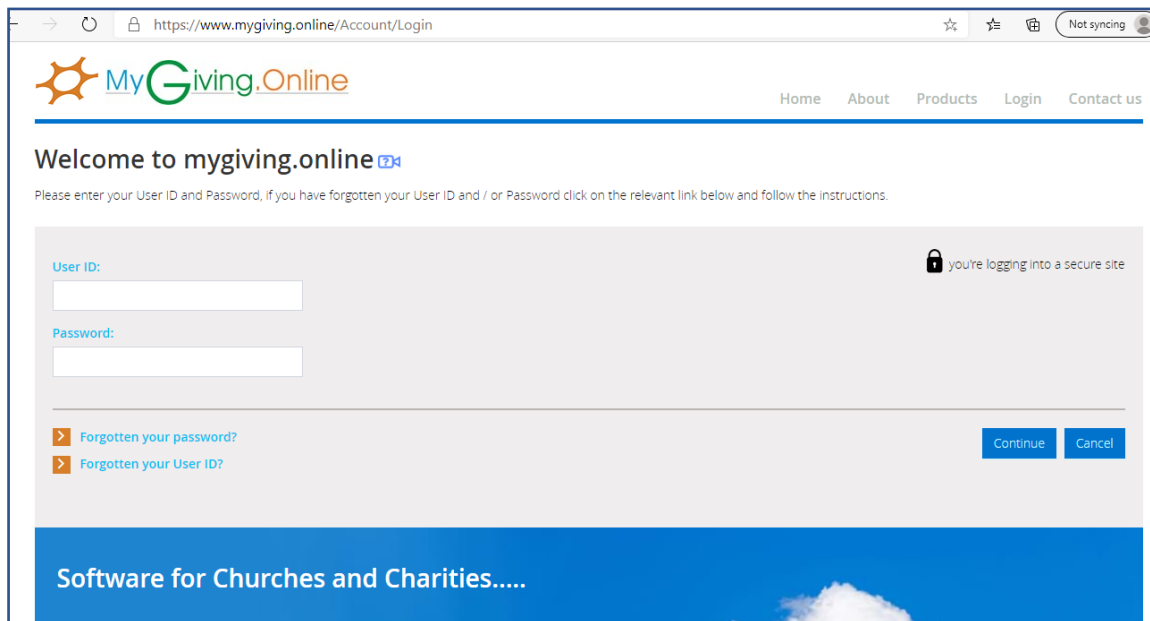


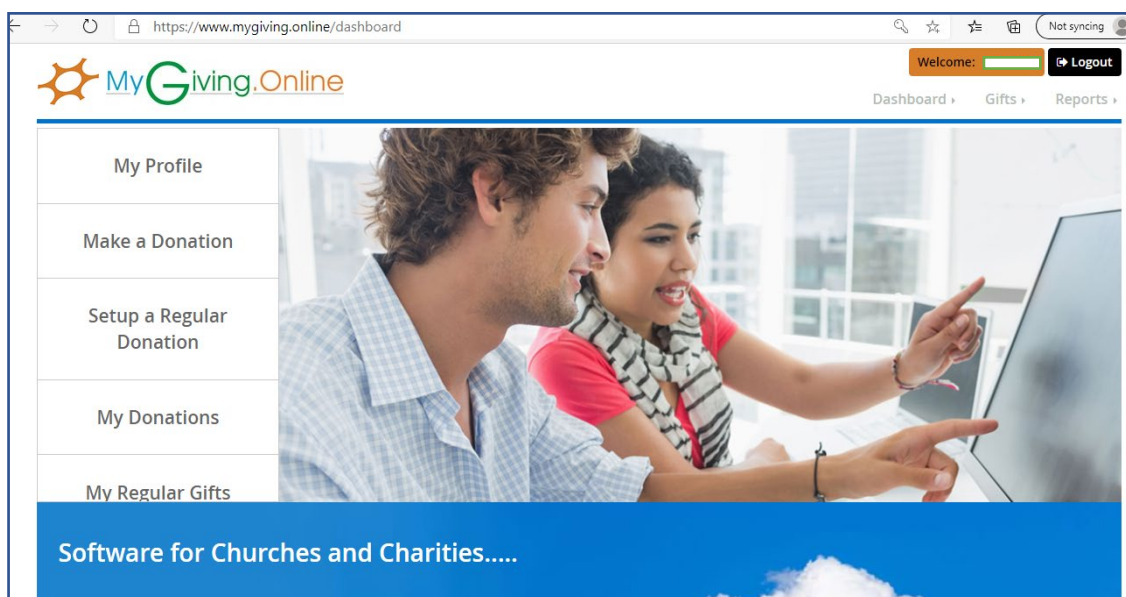
## MyGiving.Online Personal Login & Report Instructions:

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



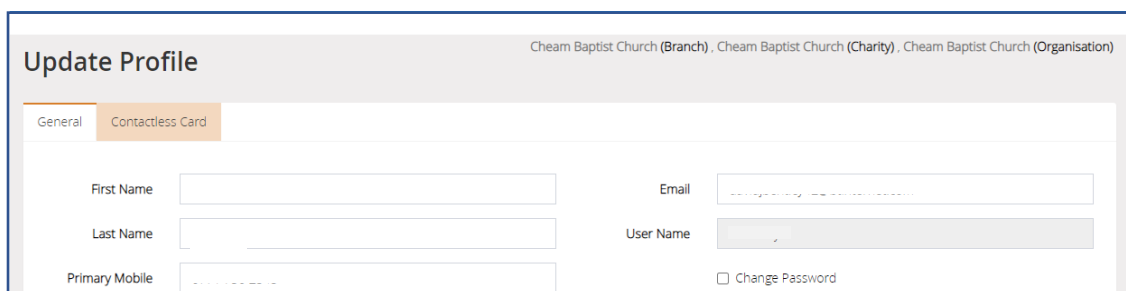
The screenshot shows the login page of MyGiving.Online. The browser address bar displays <https://www.mygiving.online/Account/Login>. The page features the MyGiving.Online logo and a navigation menu with links to Home, About, Products, Login, and Contact us. A welcome message reads "Welcome to mygiving.online" 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, a lock icon and the text "you're logging into a secure site" are visible. Below the fields 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 of MyGiving.Online. The browser address bar displays <https://www.mygiving.online/dashboard>. The page features the MyGiving.Online logo and a navigation menu with links to Dashboard, Gifts, and Reports. A "Welcome:" message is displayed next to a "Logout" button. On the left side, there is a sidebar menu with links to "My Profile", "Make a Donation", "Setup a Regular Donation", "My Donations", and "My Regular Gifts". The main content area shows a large image of a man and a woman looking at a computer screen. Below the image is a blue banner that reads "Software for Churches and Charities.....".

**My Profile** will give the following screen:



The screenshot shows the "Update Profile" screen of My Giving Online. The browser address bar displays <https://www.mygiving.online/dashboard>. The page features the MyGiving.Online logo and a navigation menu with links to Dashboard, Gifts, and Reports. A "Welcome:" message is displayed next to a "Logout" button. On the left side, there is a sidebar menu with links to "My Profile", "Make a Donation", "Setup a Regular Donation", "My Donations", and "My Regular Gifts". The main content area shows a large image of a man and a woman looking at a computer screen. Below the image is a blue banner that 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).

## 2021/22 Gift Aided Donations for HMRC

In order to get a report detailing your giving to CBC for 2021-22 you will need to go to:

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

Summary of donations and claims

Cheam Baptist Church (Branch) > Cheam Baptist Church (Charity) > Cheam Baptist Church (Organisation)

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

Report Style: ☒ Details ☐ Summary

Donation Type: ☐ Gift Aided? ☐ Non Gift Aided?

- Enter the Dates 6/4/21 and 5/4/22 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: 20-57-76 Account: 53532542**

Have fun!

EKB 04/22