

# View and Print Your 2022 Contribution Statement

1. Go to <http://onrealm.org/libertybaptist> and fill out your username and password.

**NOTE:** if you don't already have an account, you'll need to create one to proceed.

2. Find the GIVING page from the main menu on the left side of your screen and click it.

3. When the next page opens, look to the right side of the screen and you'll see a blue button that says "2022 Contribution Statement. Click that button.

**NOTE:** if you haven't given anything or only given loose cash, we'll have no official record of your giving, and you won't see that button.

4. You'll see a new window open prompting you to make an optional comment on your statement. The comment will show up on your statement as a personal note, but won't be recorded anywhere else. When you are ready, click the blue "Print" button.

5. You should see a new pop-up window indicating that your report is generating.

6. The next window will give you a print preview of your contribution statement. Depending on your computer, you might have the option to print directly from this page, or download a document to print whenever you want. If you choose to download the file will download to wherever your computer downloads files by default. Typically this will be in your Downloads folder in "My Documents" (PC users).

Once you've saved your giving statement, you can keep it in your records or print it out for tax purposes.

**Below is a photo tutorial if you prefer pictures.**

*Also note that we recommend accessing your giving records and printing from a desktop or laptop computer rather than a mobile device.*

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STEP 1: from any page on Realm, access your giving page, by clicking on “Giving” in the main menu.

Emily Kunash  
YOUNG FAMILIES MINISTRY  
20 hours ago via Mobile

MAR 16  
Saturday, 7:00pm - 11:00pm  
Created by Emily Kunash in Young Families Ministry

Join us for a night out with the girls!! ShadowView has a delicious food menu and local microbrews!

One person is going.

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STEP 2: Click the blue button “2022 Contribution Statement” on the top-right column of your giving page.

TIP: If you didn't give anything last year, you won't see this button. If you only gave loose cash, we'll have no official record of your giving.

2022 Contribution Statement

GIVING NUMBER

Give Now

Reset Filters Year to date Nondeductible

https://onrealm.org/firstchurch/Giving/GiveNow/fb7e96fe-c31c-4c0f-a1da-a87001083431?isUpcoming=False

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Tyler

## Giving

### Print Giving Statement

Comment

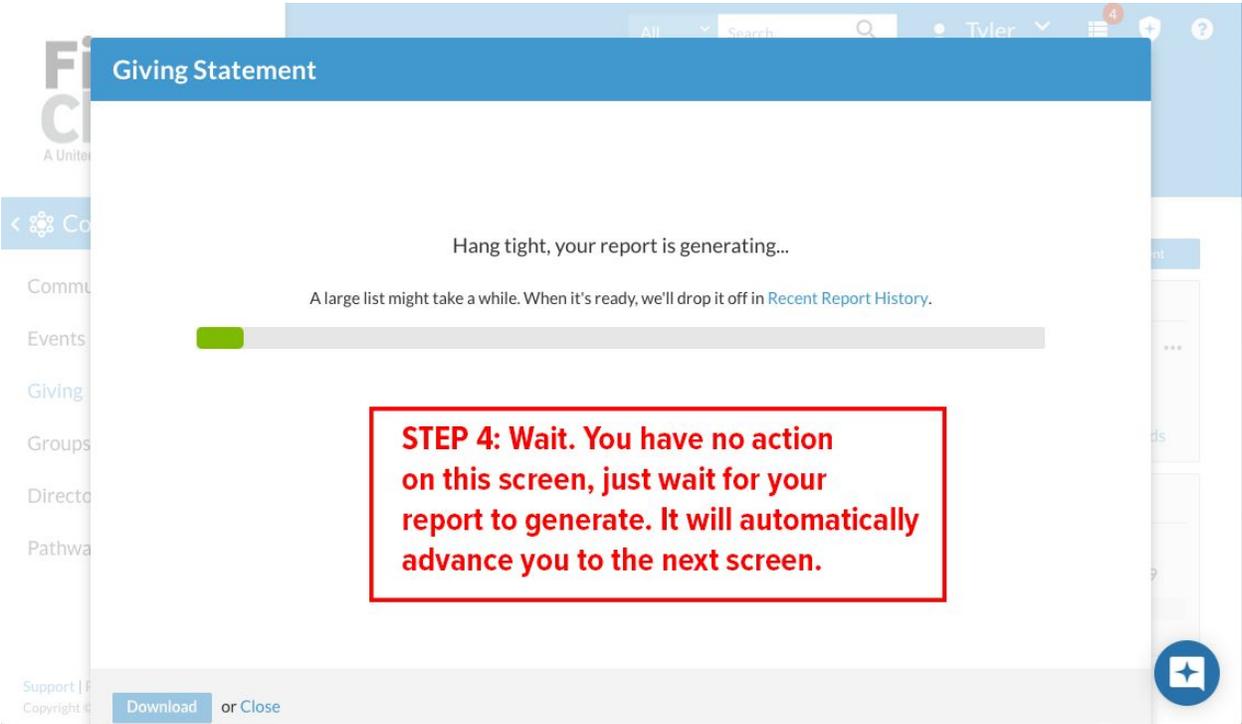
Add your optional comment here - only you will see this on your statement.

226 characters remaining

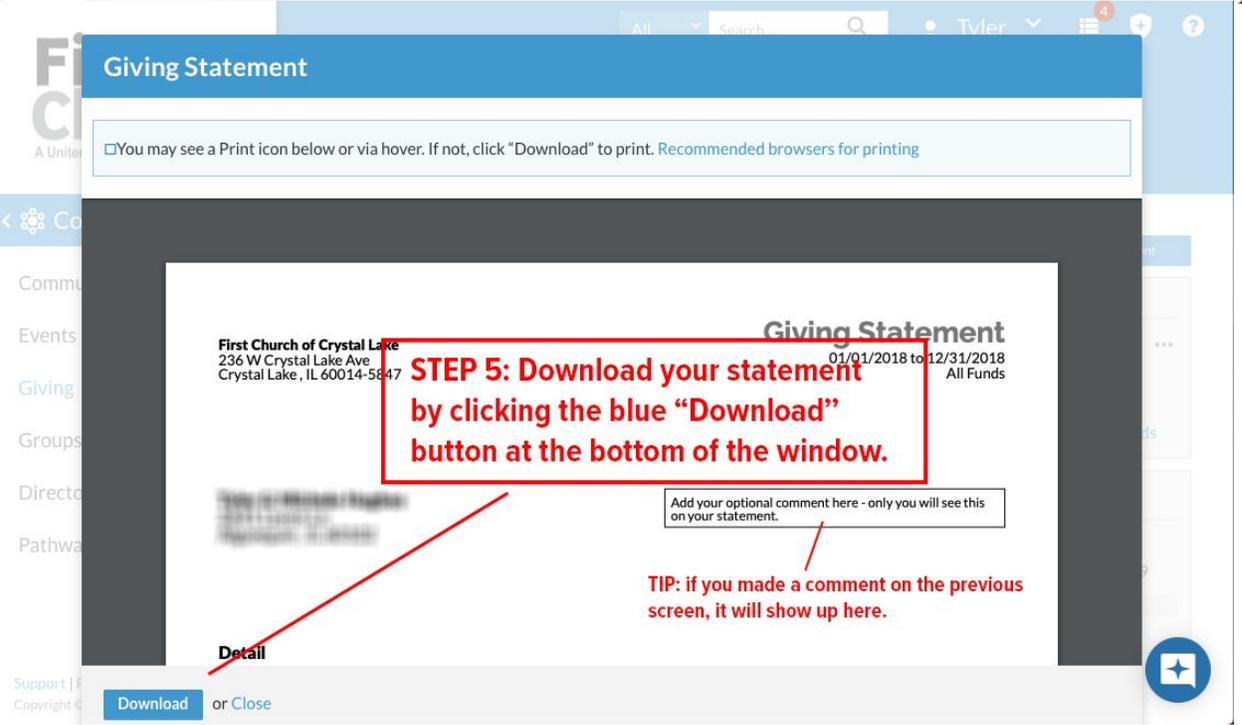
Print or Cancel

**STEP 3: Add an optional comment, and click the blue "Print" button.**

**TIP: the comment is only recorded on your printed statement and isn't visible to anyone else, or recorded anywhere else. It's just for you.**



**STEP 4: Wait. You have no action on this screen, just wait for your report to generate. It will automatically advance you to the next screen.**



**STEP 5: Download your statement by clicking the blue "Download" button at the bottom of the window.**

Add your optional comment here - only you will see this on your statement.

**TIP: if you made a comment on the previous screen, it will show up here.**