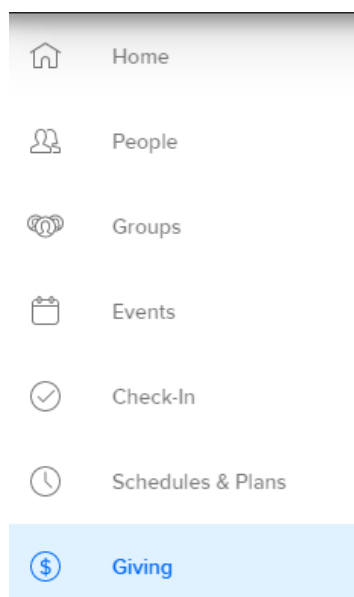


How to Print Your Giving Statement

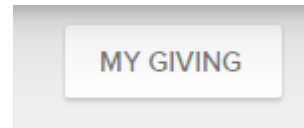
1. Go to the Unity of Walnut Creek website at: <http://www.unityofwalnutcreek.com/home>
2. Click on the “Unity Connects Login” button on the upper right hand corner.



3. If you are already on Unity Connects, Click on the UNITY CONNECTS LOGIN tab.
 - a. Click on your name and then click on the Profile from the drop down lists.
4. If you are not on Unity Connects, Click on the SIGN UP tab.
 - a. Fill in the required information.
 - b. You will be sent a passcode email, within 5 business days.
5. Once you are logged into your Unity Connects Profile,
 - a. Click on the **Giving** Tab. (It’s on the menu on the left side of your screen.)

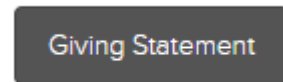


- b. Click **MY GIVING**, in the upper right-hand corner.



6. In the “**Giving Statement**” window:

- a. Click **Giving Statement** in the upper right-hand corner.



- b. Choose **Type** by clicking on the arrow, select Individual (for yourself) or Family (for all members of your family)
- c. Choose **Date Range**, select Quick Date Range, and scroll down to select “Last Year”
- d. Choose **Tax Deductible**, scroll down to select if you want to create a giving statement for tax deductible gifts, non-deductible or both.

7. Select RUN REPORT at the bottom right corner of the window.

8. Print your statement.

9. If you see issues with your Giving Statement, please send an email to office@unityofwalnutcreek.org or call (925) 937-2191. In your email or phone call, please ask to have your name added to the List for Giving Statement Revisions. We will have a staff member call you to help resolve issues with your statement.

10. If you don't have access to a computer or need the office to print your Giving Statement, please send an email to office@unityofwalnutcreek.org or call (925) 937-2191. We will have a staff member mail your Giving Statement within 5 business days.