



1548 Mt. Vernon Road | Dunwoody, GA 30338

To obtain your contribution statement:

1. From a device that is connected to the internet, go to
<https://dunwoodyumc.ccbchurch.com/goto/login>
2. Log into your Dunwoody Community Builder account using your normal username and password.
3. Once you are in your profile, go to "Involvement".
4. Look to the left for the box titled "Financials". Click on the ellipses and look for "Giving Statement".
5. A new box labeled "Giving Statement" will open. In the "Giving Statement" box,
 - a. Type: From the dropdown menu, select "Family" (if it is not already selected).
 - b. Date Range: From the dropdown menu, select "Last Year" OR enter January 1, 2022 to December 31, 2022 in the date fields.
 - c. Tax Deductible: From the dropdown menu, select "Deductible Only"
 - d. Optional: If you want your pledge information to show on the statement, check the "Show pledges on giving statement" box. Leave the box blank if you do not want your pledge information to be included on the statement.
 - e. Click the "Run Report" button located in the bottom right corner of the box.
6. Your contribution statement is now displayed on the screen of your device.
7. If your device is connected to a printer, click on the "print" icon located in the top right corner of the screen to print a copy of your statement.
8. If your device is not connected to a printer, click on the "save" icon located in the top right corner of the screen to save your statement to your device as a PDF file. You will then need to transfer the file to a device that is connected to a printer in order to get a printed copy of your statement.