

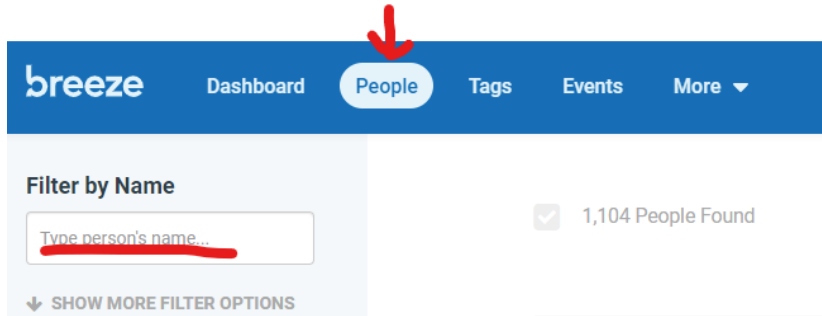
How to Generate Your Giving Statement

If you use the Breeze app on your phone or a tablet, scroll down for the app instructions.

On Your Computer

Log in to Breeze.

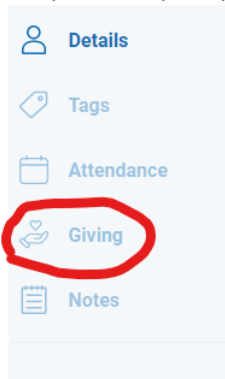
1. From the Breeze Dashboard, select People from the top menu and then type in part of your own name in the Filter by Name box:



2. Click on your name on the right :



3. When your profile opens, click Giving from the menu on the left. (If you do not see this link, you need an update to your profile. Contact the office for help.)



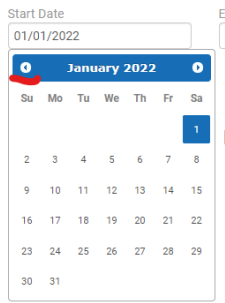
4. The default date range for giving is always from January 1 of the current calendar year. Usually, you have to change the date range to see your donations from the correct date range.

Show For	Start Date	End Date
Contribution Family	01/01/2022	01/25/2022


5. Click in the **Start Date** box to change the start date. You can either type in a date or select it from the popup calendar:

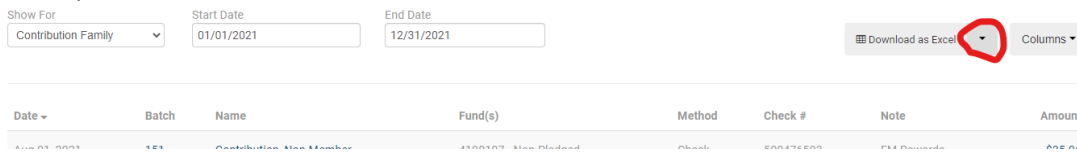
The red mark shows where the back arrow will allow you to go backwards in time. Either click the arrow or click the box again to type the date. (For example, you might just backspace the last digit of the year and replace

that.)



6. After changing the date, click outside the date box to refresh the list!

7. When Breeze displays the list of donations, there will be some buttons on the top of the list giving you some options for what to do with the list. Click the down arrow  next to the **Download as Excel** button:



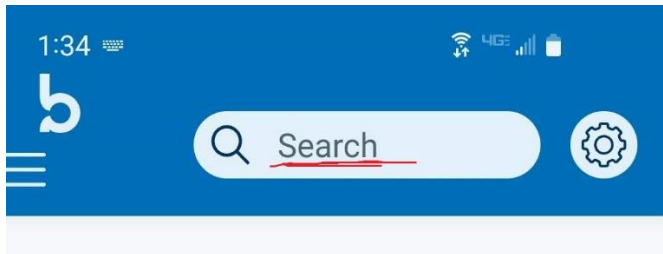
8. Clicking the down arrow shows a sub-menu that offers the option to either email or print the statement. The email option sends statement to your profile's email address. The print option will send it to your attached printer or to a PDF document that you can download.

If you have trouble with these steps, you can call the UUCS office and leave a message asking for your statement to be sent via print or email. Be sure to check that the contact information in your Breeze profile is correct before calling the office!

Using the Breeze App

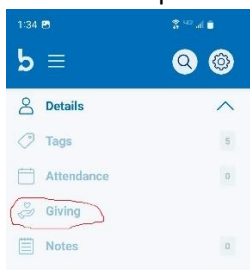
Log in to Breeze.

1. From the Breeze Dashboard, select Search at the top and then type in part of your own name:

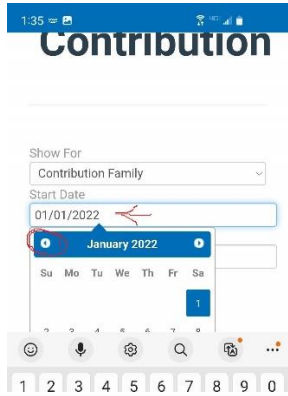


2. Select your name from the list provided to see your profile. (Hint: you can also edit your profile and upload an image!)

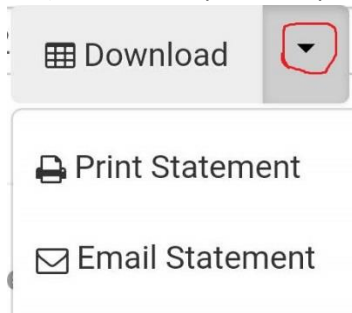
3. After your profile is displayed, select Giving from the menu at the top. NOTE: Your menu options may be different. If you do not see the Giving menu option, your profile needs a permission change. Contact the office for help.



4. When the Giving page opens, you'll see two boxes at the top for the date range. You can click in the Start Date box to display the calendar popup and change the start date. After selecting the date, click whatever button is provided for "Next". On Android phones, for example it is "Go".



5. After setting the Start Date, the window will refresh and show the list of contributions. When the list is displayed, the app also shows a Download menu button with a down arrow. Click the down arrow (circled in red) to see the options to print or email a statement with the listed donations:



6. The email option sends statement to your profile's email address. The print option will send it to your attached printer or to a PDF document that you can download.

If you have trouble with these steps, you can call the UUCS office and leave a message asking for your statement to be sent via print or email. Be sure to check that the contact information in your Breeze profile is correct before calling the office!