

ACCESSING YOUR GIVING STATEMENT ONLINE

To access your giving statement, visit <https://trinitycc.ccbchurch.com/goto/login>

Log in using your primary email address and the password you created* for Church Community Builder (CCB). (If you use the LEAD app, these are the same login credentials)

***If you have never logged in or do not remember your information, simply click Request Account (Instructions below).**

If you already know your login info, skip to PAGE 3.

Trinity Community Church • Login

Forms
Calendar

Trinity Community Church

Username
This field is required

Password
This field is required

Keep me logged in for 30 days

LOGIN

Request Account Forgot Password?

Welcome to Trinity Community Church Online, powered by Church Community Builder (CCB)

If this is your first login, you can sign up by clicking **"Request Account"** under the login box to the left. Take a moment to fill out a brief form and an email will be sent with a link to activate your login.

Participation in the online community is optional, but we encourage you to do so because this is where you can register for Bible Studies, VBS, Special Events, and more! Don't miss the opportunity to stay connected!

If you notice any issue with the information in your profile and would like to submit updates to contact information or change your profile photo, please use this form: <https://trinitycc.ccbchurch.com/goto/forms/13/responses/new>

Questions? Contact the Trinity CCB Site Admin at connect@trinitycc.com.

Fill out the form. The only Required fields are First Name, Last Name, and Email address, but any other info you are willing to provide is very helpful.

Click SUBMIT.

Request: Trinity CCB Login

Fill out the info below to request access to your CCB account.

Only name and email are *required fields. Any other information you are willing to provide is helpful in keeping our database current. Thank you.

Requests will be processed within 1 business day.

First Name* Last Name*
Trinity Church

Email*
connect@trinitycc.com

Mobile Phone Mobile Carrier

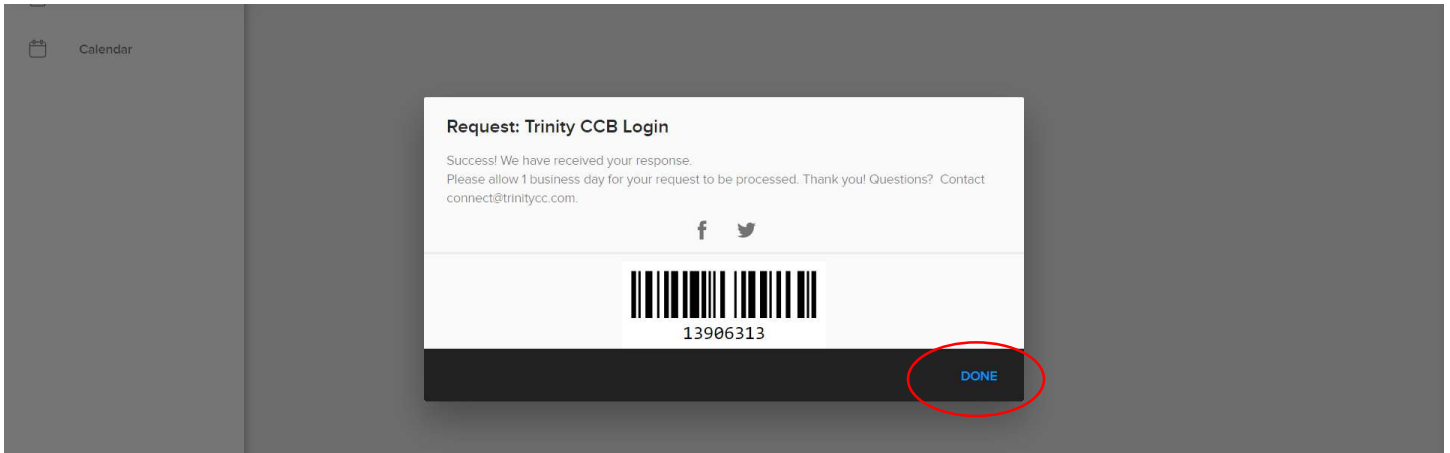
Home Phone Work Phone

Street

CANCEL SUBMIT

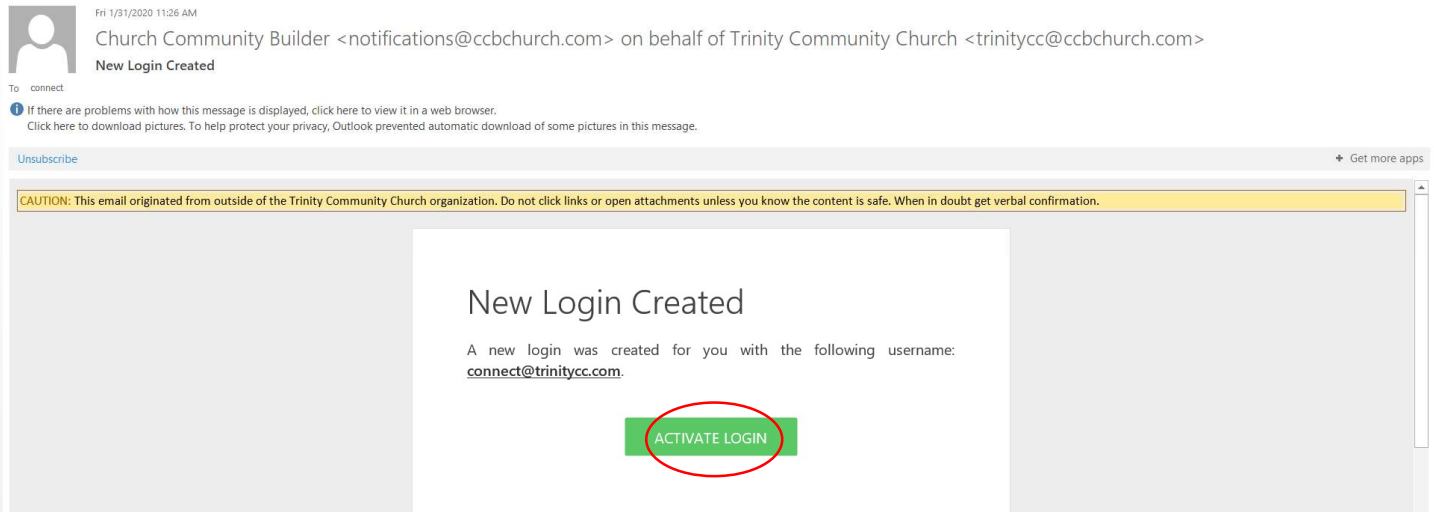
LOGIN INFO CONTINUED ON NEXT PAGE

You will see a confirmation page. Click DONE and wait for the email that your login is created. (During normal office hours, you can expect a response within an hour. Outside of normal office hours, it may take a bit longer).



You will receive an email from Church Community Builder on Behalf of Trinity Community Church with the subject “New Login Created”.

Click green Activate Login button.

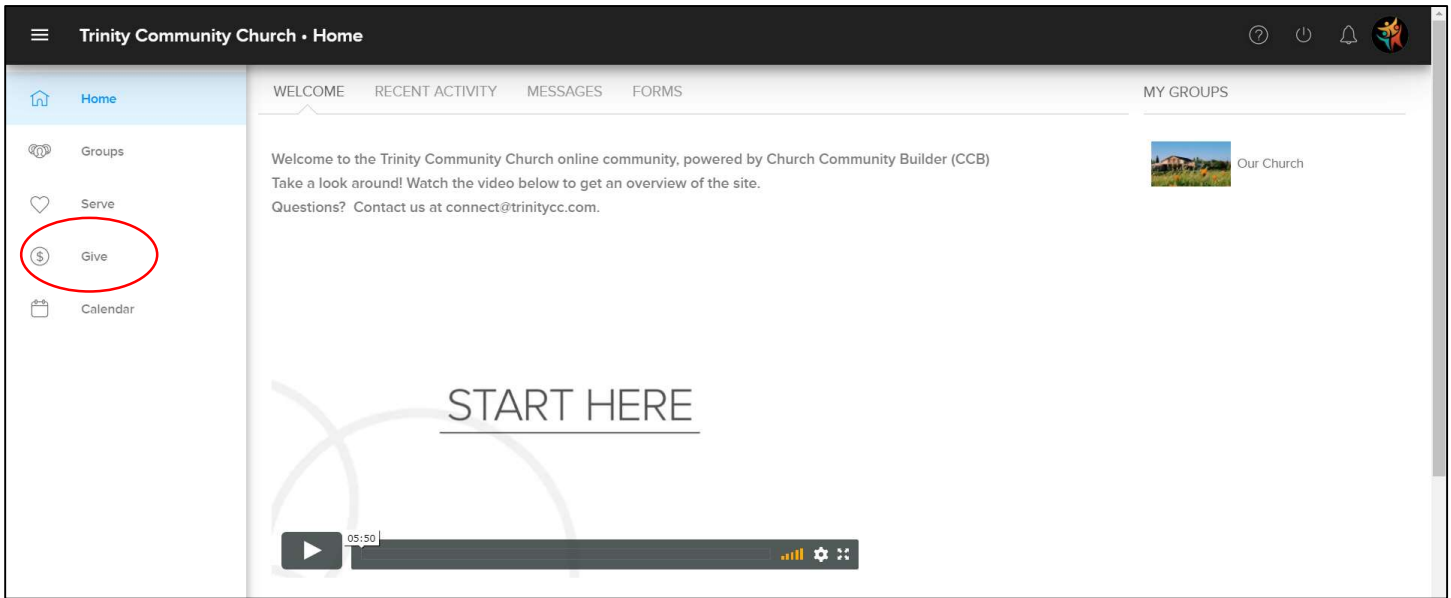


Your email address will be your username.
Create a password. Click Submit.

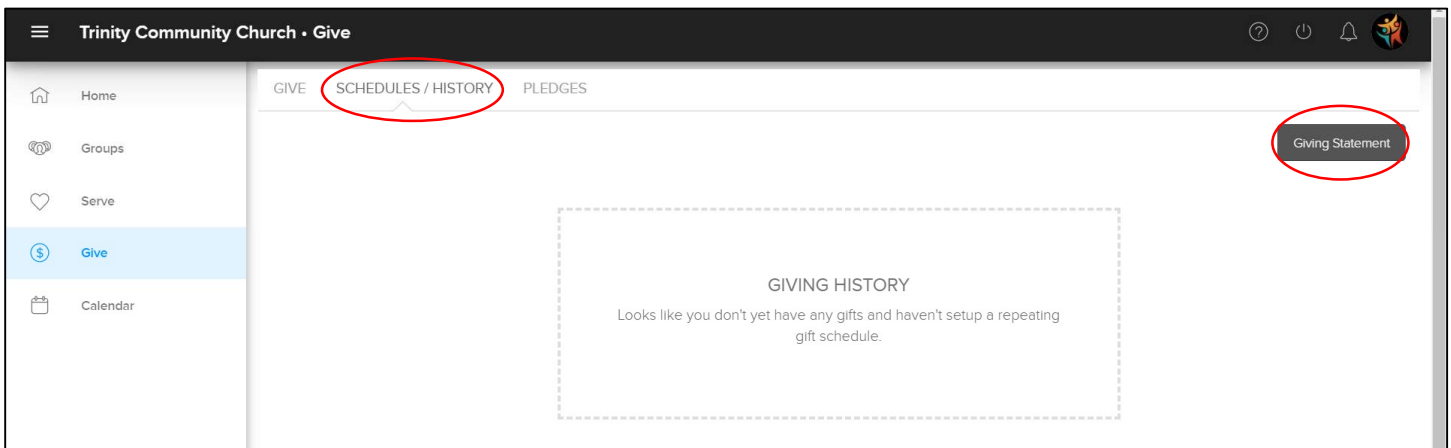
You will be logged in to Church Community Builder. You will also receive an email letting you know that a new login has been created for you. **CONTINUE TO NEXT PAGE FOR ONLINE GIVING STATEMENT INSTRUCTIONS.**

GIVING STATEMENT INSTRUCTIONS

Once you are logged in, you will see your Home screen looks something like this. On the left side, click Give.

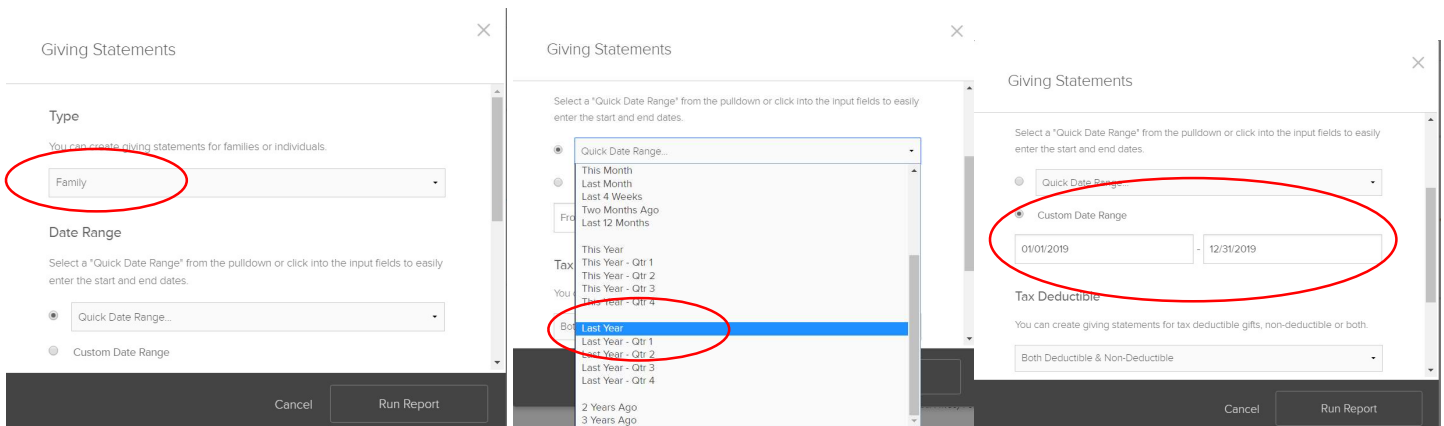


On the next screen, click the tab on the top that says Schedules/History. Then click the button on the far right that says Giving Statement.



When the screen comes up, leave Family selected under type.

Under Date Range, you can click the drop-down menu and scroll until you find "Last Year" or you can select Custom Date Range input the dates 01/01/2019-12/31/2019 in the boxes.



STATEMENT INFO CONTINUED ON NEXT PAGE

Under Tax-Deductible, use the drop-down menu to select “Deductible Only”

Check the box for Show pledges on giving statement.

Click Run Report. Your statement will generate on screen. You’re done!

The image displays two sequential screenshots of a software interface titled "Giving Statements".

Left Screenshot: The "Tax Deductible" section is active. A dropdown menu is open, showing three options: "Deductible Only", "Both Deductible & Non-Deductible", and "Non-Deductible Only". The "Deductible Only" option is highlighted in blue and circled in red. Below the dropdown, there is a checkbox labeled "Show pledges on giving statement" which is currently unchecked.

Right Screenshot: The "Include Pledge Information" section is active. The "Show pledges on giving statement" checkbox is now checked and circled in red. At the bottom right, the "Run Report" button is highlighted with a red circle.