

View and Print Your 2018 Contribution Statement

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

NOTE: if you don't already have an account, you'll need to create one to proceed. [Here's directions on how to do that.](#)

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 "2018 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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Emily Kunash
YOUNG FAMILIES MINISTRY
20 hours ago via Mobile

MAR
16

Girls Night Out!!

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.

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

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+ Give Giving Scheduled Filter Print
Reset Filters Year to date Noneductible

STEP 2: Click the blue button "2018 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.

2018 Contribution Statement

GIVING NUMBER

Name

Address

Phone/Fax

Manage My Account

2018 Contribution Statement

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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.



Giving Statement

Hang tight, your report is generating...

A large list might take a while. When it's ready, we'll drop it off in [Recent Report History](#).

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.

Download or Close

Giving Statement

You may see a Print icon below or via hover. If not, click "Download" to print. [Recommended browsers for printing](#)

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

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

First Church of Crystal Lake
236 W Crystal Lake Ave
Crystal Lake, IL 60014-5847

01/01/2018 to 12/31/2018
All Funds

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

Detail

Download or Close