

\*If you need a a Year-End Giving Statement for taxes, here are the steps:

- Log into myEmmaus
  - <u>https://emmausokc.ccbchurch.com/goto/login?rurl=%2Findex.php</u>
  - Can also be accessed from <u>https://emmausokc.org/resources</u>
- Choose "My Giving" from the menu on the left. (with the \$ symbol)
- Choose "Schedules/History" from the menu at the top
- Choose "Giving Statement" by clicking the box labeled "Giving Statement" in the upper right corner.
- For "Type" choose "Family"
- For "Date Range" choose "Last Year" by scrolling through the options under the Quick Date Range
- For "Tax Deductible" choose "Deductible Only" from the drop-down options

\*If you have trouble accessing your statement or would like one mailed to you, please call 405-691-6646 and ask to speak with Jonathan. Or, send an email to jonathan@emmausokc.org.