

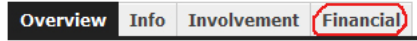
Printing Your ODC Online Giving Statement

1. Go to www.olivedrivechurch.com and login to your ODC Online profile with the username and password that was emailed to you.
 - a. If you have forgotten your login information, click the "[Forgot Password](#)" link under the login box.
 - b. If you do not have login information, you may request it by clicking on the "[Sign Up](#)" link. *(Church members only.)*

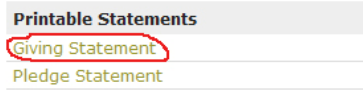
2. Once you are logged in, click on the green "My Profile" tab.



3. Next, click on the gray "Financial" tab.




4. Click on the "Giving Statement" link.




5. Giving Statements


Select your options and dates from the dropdown menus and click the "Create" button at the bottom. Print out your report. That's it... you're done!

Date Range
Select a "Quick Date Range" from the pulldown or click on the calendar icons to easily enter the start and end dates.

Quick Date Range... 

Tax Deductible
You can print giving statements for tax deductible gifts, non-deductible or both.

Both Deductible & Non-Deductible 

Cancel or **Create** 

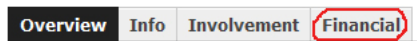
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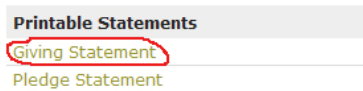
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
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