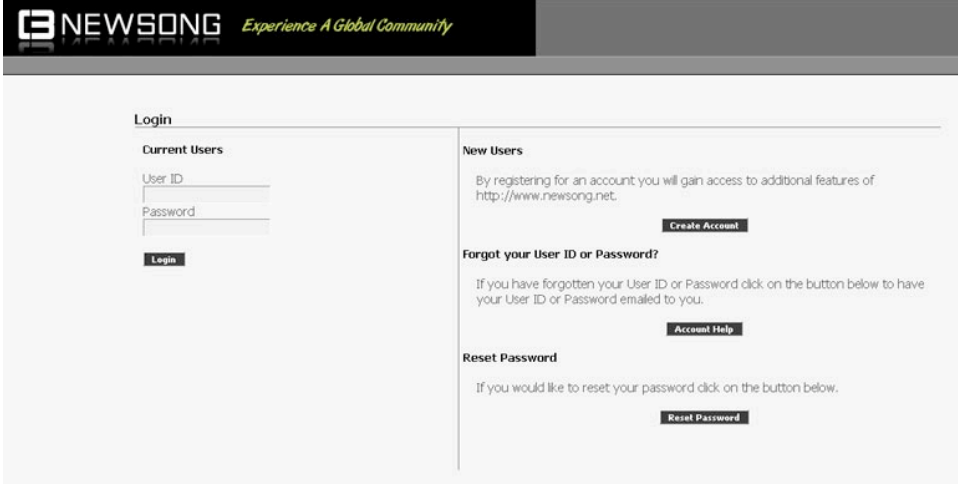


## Contribution Statement Instructions

- 1) Click on the [Login | Register](#) link.
- 2) You will be directed to the “Newsong Give” log-in screen.

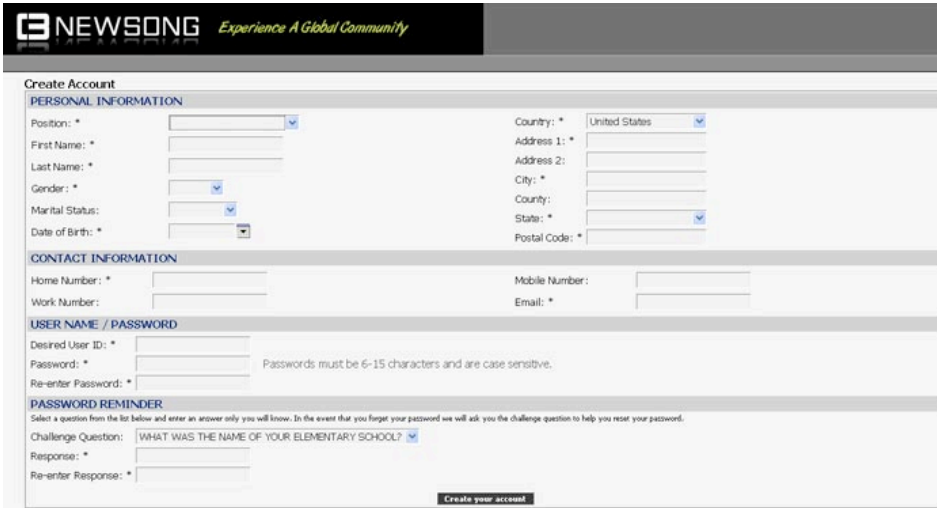


The screenshot shows the Newsong login interface. At the top, the Newsong logo and tagline "Experience A Global Community" are displayed. The page is divided into two main sections: "Current Users" and "New Users".

**Current Users:** This section contains a "Login" form with fields for "User ID" and "Password", and a "Login" button.

**New Users:** This section provides information for new users, including a "Create Account" button. It also includes links for "Forgot your User ID or Password?" (with an "Account Help" button) and "Reset Password" (with a "Reset Password" button).

- 3) If you already have an account on the Newsong database, please login. If you have previously registered for an event, or given online, you can use the same login. For register users please skip to step 7).
- 4) If you do not have a “Newsong Give” account, please follow the instructions on the right side of the login screen in order to create an account. Please fill in all information required by the Newsong database when signing up for an account. Required information is marked with an “\*”.



The screenshot shows the "Create Account" form. It is divided into several sections:

- PERSONAL INFORMATION:** Includes fields for Position, First Name, Last Name, Gender, Marital Status, Date of Birth, Country, Address 1, Address 2, City, County, State, and Postal Code. Asterisks indicate required fields.
- CONTACT INFORMATION:** Includes fields for Home Number, Work Number, Mobile Number, and Email.
- USER NAME / PASSWORD:** Includes fields for Desired User ID, Password, and Re-enter Password. A note states: "Passwords must be 6-15 characters and are case sensitive."
- PASSWORD REMINDER:** Includes a "Challenge Question" (WHAT WAS THE NAME OF YOUR ELEMENTARY SCHOOL?), Response, and Re-enter Response fields.

A "Create your account" button is located at the bottom right of the form.

- 5) Once you have created a new account, please click on the **Logout** button in the upper right hand corner of the page.
- 6) You will need to wait 1 to 2 business days for Newsong to merge the new account you just created with your old account in our database. Thanks for your patience.
- 7) Once you have logged on to your Newsong account, go to the bottom section titled: **Contribution History**.
- 8) Change the Year in the Contribution History section to 2009.



The screenshot shows a web interface titled "CONTRIBUTION HISTORY (PRINT VIEW)". Below the title is a "Year:" label followed by a dropdown menu currently set to "2010". A mouse cursor is hovering over the dropdown, which has opened to show "2010" and "2009" as options. Below the dropdown is a table with the following columns: "Attr", "Designation", "Date", "Account Reference", and "Amount". The "Attr" column contains the value "2009".

- 9) Click the **Print View** link to the right of the title Contribution History.
- 10) Review the Contribution Statement provided.

If this statement is not accurate or if it is missing information, please email [lainfo@newsong.net](mailto:lainfo@newsong.net) or call during office hours (Mon-Fri, 9am-5pm) at 310-807-5795.
- 11) If the Contributions Statement is accurate, click the **print contribution statement** link in the upper left corner of the screen.
- 12) A gray **Print** screen will pop up next.
- 13) Go to your printer preferences screen. This will differ from computer to computer.
- 14) Change the paper orientation from Portrait to *Landscape*. The contribution statement is extra wide and printing in Portrait will cut off the sides of your statement.
- 15) Click the **OK** button on the bottom right of the Printing Preferences screen.
- 16) Click the **Print** button on the bottom right of the Printer Control to print your statement.
- 17) Click **Return to contributions** at the bottom of the contribution history page
- 18) Select **Logout**