1. On our Giving Tab, select 'My Contribution Statement' from the menu (1), or go to the Giving page and click the gold box(2)



2. Log in to your account. If you have not done so before, you will have to set one up before continuing

			34					
Mass	Sacraments \lor	About Us ${\scriptstyle \lor}$	Giving ~	Faith Formation \lor	Preschool	Events \lor	Resource	5 🗸
			I'm new (ur	nder construction)! Q				
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A PI	ease login to view your c	ontribution statements						
			Login					

	Log In Don't have an account Sign up)
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K	ep me logged in
	Forgot password
	Log In

<- You might notice the Archdiocese of Baltimore logo. That is because we are connected with the Archdiocesan database to bring you new and improving web features!

3. Set up an account using your Email Address. Your phone number is optional. You will be asked to set up 2-step Authentication before continuing.

	in up account? Log in >	
first Name*	Last Name*	
		2-step Authentication
Email Address*		How would you like to receive your 2-step authentication code?
Aobile Phone		 Send email to h*******o@smpschurch.org
toble Phone		 Send text to xxx-xxx-1327
	Forgot password?	
Creat	Account	Send Verification Code
messages. Message and o	mber, you agree to receive text tota rates may apply. Message u may opt-out at any time.	By providing your phone number, you agree to receive tex messages. Message and data rates may apply. Message frequency varies and you may opt-out at any time.

4. Return to the 'My Contribution Statement' page and login. You can view your statement for the current year and any year prior to 2023!

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St. Michael (Poplar Springs) Select statement year	My Household My Contribution Statement
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5. Select a year to download the statement

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6. Open your file!

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	2023 donatio	ns through 12/31/202	23 are included below				
	Date	Туре	Offertory	Special	Other Description	Total	
	1/17/2023	Credit Card	\$200.00	10000		\$200.00	
	2/17/2023	Credit Card	\$200.00			\$200.00	
	3/17/2023	Credit Card	\$200.00			\$200.00	
	4/8/2023	Credit Card	\$100.00			\$100.00	
	4/8/2023	Credit Card			\$50.00 Diocesan - Holy Land Shrines	\$50.00	
	4/17/2023	Credit Card	\$200.00			\$200.00	
	5/17/2023	Credit Card	\$200.00			\$200.00	
	6/17/2023	Credit Card	\$200.00			\$200.00	
	6/28/2023	Credit Card	\$10.00			\$10.00	
	7/17/2023	Credit Card	\$200.00			\$200.00	
	8/17/2023	Credit Card	\$200.00			\$200.00	
	8/27/2023	Credit Card	\$11.00			\$11.00	
	9/17/2023	Credit Card	\$200.00			\$200.00	
	10/17/2023	Credit Card	\$200.00			\$200.00	
	11/17/2023	Credit Card	\$220.00			\$220.00	
	11/27/2023	Credit Card		\$50.00		\$50.00	
	Totals		\$2,341.00	\$50.00	\$50.00	\$2,441.00	