

How to Access your Giving Statement from The Well

To view your giving statements online, you must have a login. If you do not, please follow these instructions:

1. Go to this link: https://thewellargyle.ccbchurch.com/w_sign_up.php
2. Complete the form and click Submit. This will send an email to our administrator who will send you an activation email.
3. Follow the instructions in this activation email to create your login.

Once you have a login, you now will have the access to view your giving statements.

1. Login to our online community by going to this link:
<https://thewellargyle.ccbchurch.com/login.php>
2. Click on your name/initials on the upper right corner of the window. A menu will drop down. Or you can search for your name in the search bar in the upper right corner or by clicking People on the left navigation.
3. Click the Involvement tab (underneath the blue bar or picture of you or your family).
4. Scroll down until you see the Financial box section. Hover your cursor in the upper right corner of this box until 3 dots appear. If the financial section does not appear, select the checkbox next to Financial under the Involvement tab.
5. Click the 3 dots. A small menu appears.
6. Click Giving Statement. A pop up will appear with the following options:
 - **Type:** Select *Family* if generating a family statement, or select *Individual* if you wish to generate a statement only for the individual you are viewing.
 - **Quick Date Range:** Select *Last Year* (you will need to scroll down in the drop down box).
 - Tax Deductible: Select *Deductible Only*.
 - Leave the other fields at their default settings.
7. Click Run Report.
8. Your Giving Statement will appear on screen. You may print or download the statement by clicking the appropriate icon above the statement.