

Year-End Contribution Statements

It is that time of year again. Your year-end contribution statements are ready for you to print from My Own Church, please see instructions below. If you requested a printed copy, those were mailed out last week. If you made a donation to the parish or school outside of your online giving or Sunday collection, your donation letter was mailed to you at the time of your donation. If you need a copy of that letter, please contact the parish office (contact information below) and we can mail you a copy.

You can print off your year-end contribution report through ParishSoft's My Own Church by following the steps below.

Do you have a username and password for My Own Church? If yes then skip the "How to Register" section. If you are not registered, please follow the "How to Register" paragraph below.

How to Register for My Own Church: Individual church members without an existing login must register for a Username and Password to access the My Own Church website. The My Own Church website is available from any Web browser. Direct links can be found on the parish website, www.portlandstpats.com/church; scroll to the bottom and click **MyOwnChurch** or go to <https://grandrapids.parishsoftfamilysuite.com/>. Click **New User?** located below the Password box. Complete steps 1-3 following the instructions on the screen. When complete click **Submit Registration**.

How to print your Year-End Contribution statement: Go to, www.portlandstpats.com/church scroll to the bottom and click the link **MyOwnChurch**. Enter your log in credentials and then click **Log In**. At the top of the screen click **My Offering**, then click **Giving History**. Change the date to the year **2022**. The screen will load the 2022 information. Click **Download**. The system will download the file. You may be able to click on the document once the download is complete or go to your Download folder on your computer to obtain the document for printing.