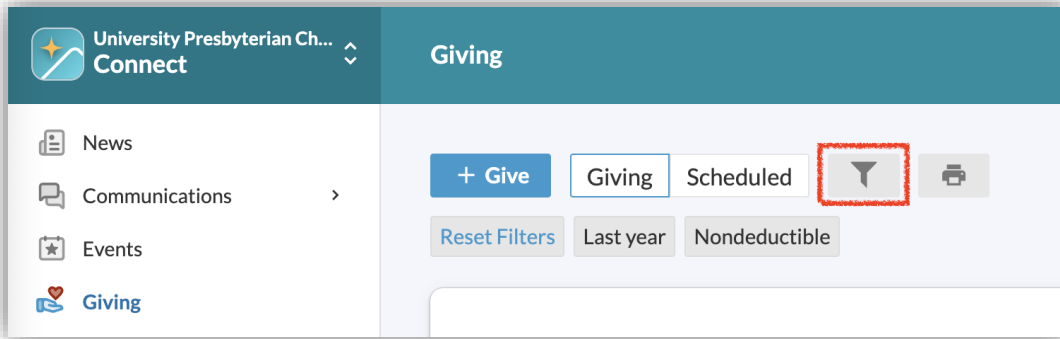
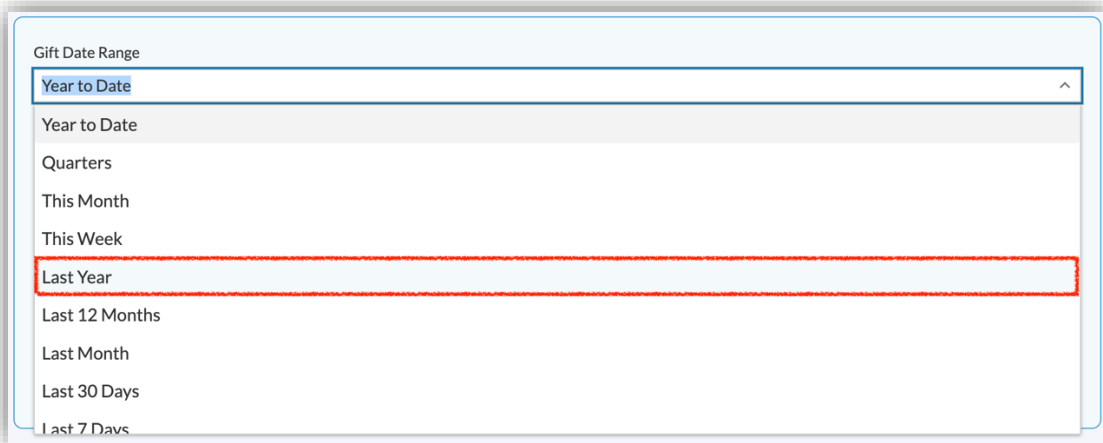
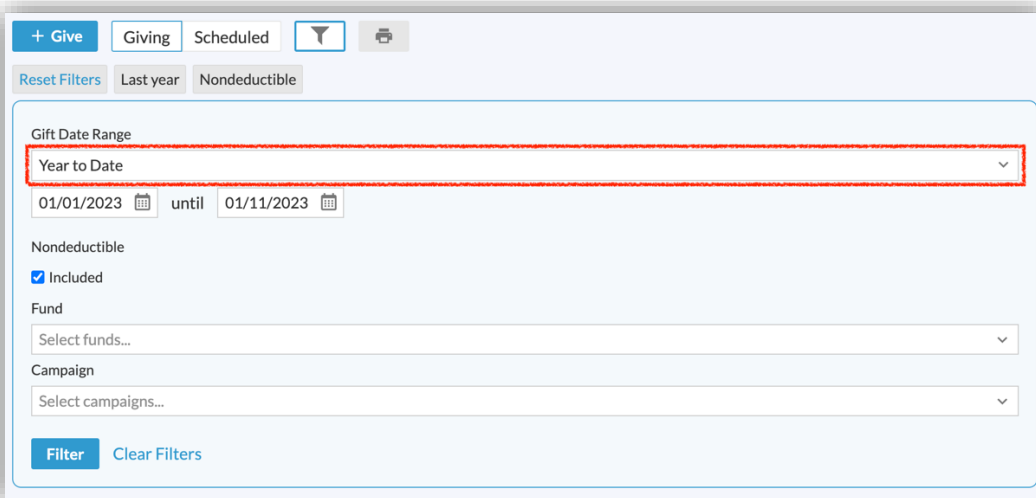


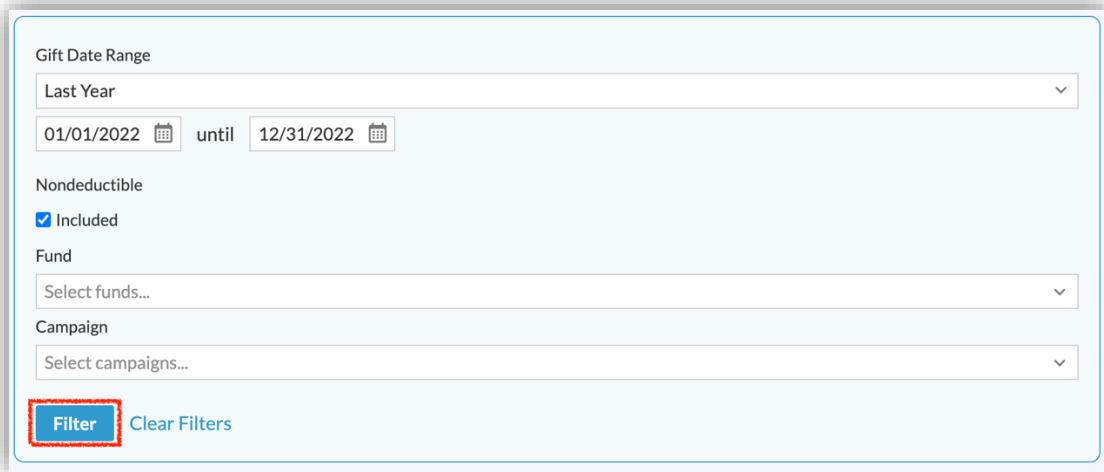
1. Log into Realm Connect. From the menu on the left, click "Giving".
2. Once on the Giving page, click on the filter icon.



3. A new window will open. Select "Last Year" from the drop-down menu.



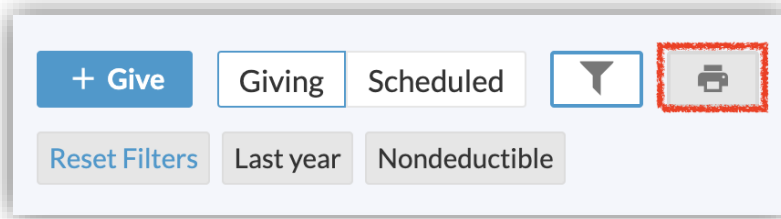
4. Click the blue "Filter" button.



The screenshot shows a filtering interface with the following elements:

- Gift Date Range:** A dropdown menu set to "Last Year". Below it, a date range from "01/01/2022" to "12/31/2022" is displayed with calendar icons.
- Nondeductible:** A checkbox labeled "Included" is checked.
- Fund:** A dropdown menu with the text "Select funds..." and a downward arrow.
- Campaign:** A dropdown menu with the text "Select campaigns..." and a downward arrow.
- Buttons:** A blue button labeled "Filter" is highlighted with a red dashed box. To its right is a link labeled "Clear Filters".

5. After a few seconds, you will see a list of all your contributions for the selected date range.
6. To create a downloadable/printable PDF of your report, click on the printer icon.



7. Your Giving Statement will appear in a new window. From here, you may choose to download or print your statement.