

CONTRIBUTION STATEMENTS

We will not be distributing giving statements in-person this year. In order to receive your 2020 contribution statement, you will need to do one of the following:

1 D.I.Y.

Within our member portal, ShelbyNext, you are now able to view your individual donations without having to wait for a contribution statement to be sent to you.

Please make sure you've registered and signed into your account. Visit our website https://prbclansing.org/membership_portal/ for instructions.

To print your giving statement, using an internet browser on your computer or tablet (the mobile app is view only) visit <https://prbclansing.shelbynextchms.com>.

Select the **My Giving** tab on the left side of your screen, or **Giving** located under your name. Click the **Statement** box at the top of the giving page and select your desired filters. Once you've chosen your date range, you have two options: Download PDF (this will save a file on your computer/device) or Email Statement. Email will be sent to primary (and spouse), children are automatically grouped with family.

Visit [PRBCLansing.org/Technology-and-You](https://prbclansing.org/Technology-and-You) for an instructional video.

2 SEND AN EMAIL TO MYPRBC.STATEMENT@COMCAST.NET

DO NOT send any requests for your statement to Sis. Pam's personal email address.

Please be sure to provide your name and phone number in your email should there be any questions.

3 CALL OR TEXT (616) 901-9774

Your message must contain your name, phone number and email address or mailing address. Examples of what to provide in your message:

- Jane Doe, 517-487-1212, please **email** my statement to Jane123@AnyEmail.com,
- Jane Doe, 517-487-1212, please **mail** my statement to me at 123 YourStreet Drive, Anytown, Michigan 48911

4 SUBMIT A FORM

Complete the form available at https://bit.ly/PRBC_CS.

Please contact Sis. Pam Bolden at MYPRBC.STATEMENT@COMCAST.NET or 616-901-9774 with questions.