



# CONTRIBUTION STATEMENTS

In order to receive your annual contribution statement, please do one of the following:

## PRINT IT YOURSELF

Within our member portal, ShelbyNext, you are 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** which is 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.

## EMAIL 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.

## 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

## SUBMIT A FORM

Complete the form available at [https://bit.ly/PRBC\\_CS](https://bit.ly/PRBC_CS).

Have questions? Contact Sis. Pam Bolden at [MYPRBC.STATEMENT@COMCAST.NET](mailto:MYPRBC.STATEMENT@COMCAST.NET) or 616-901-9774.