



2018 Giving Statement



Downloading / Printing Your Giving Statement

We encourage you to check your giving records at The Father's House (TFH) on a regular basis to keep on track with your personal financial goals and priorities. Giving statements are available at **any time** through our online community, which we affectionately call "**THE HUB**". You can log in and download your Giving Statement in PDF format and print it any time.

Since *giving statements* can be *printed* directly from THE HUB, no paper *statements* will be provided at year-end.

Simple Steps for Downloading 2018 Giving Statement:

- Log in to **THE HUB** (If you have never logged into the HUB, please see instructions below)
- CLICK on the **GIVE** tab on the left-hand side of the Home Screen.
- CLICK on the **SCHEDULES/HISTORY** tab at the top of the screen.
- CLICK on the **INDIVIDUAL** or **FAMILY** button on left-hand side of screen.
- CLICK on the **GIVING STATEMENT** button on right-hand side of screen
- Under "**TYPE**" select "**FAMILY**" (for all household member records combined) or "**INDIVIDUAL**" (for individual record)
- Under "**DATE RANGE**" click on "**QUICK DATE RANGE**" and scroll down to select "**LAST YEAR**"
- Under "**TAX DEDUCTIBLE**" click on "**DEDUCTIBLE ONLY**"
- Click "**RUN REPORT**" at the bottom of the screen
- A PDF will be created for you to save and/or print for your records

If you have any questions about your giving records or any HUB related issues, please don't hesitate to contact the church office at 352-315-1815 or you may email accounting@thefathershouse.com.

Thank you for your ongoing support of all the exciting things God is doing at TFH!



SIGNING UP FOR HUB ACCOUNT

NOT A HUBBER YET?

THE HUB is a great way to get connected to what is happening at TFH. When you log in, you will be able to see your own profile information, the groups you are participating in, your own giving record, events you might be interested in, and easily communicate with other members, and much more!

- If you are **not yet** a member of **THE HUB**, you can sign up for an account and gain access at any time by going to our website at thefathershouse.com.



- Click on **THE HUB** logo located in the top right-hand corner of the TFH home screen to be taken to the log in page for **THE HUB**.
- When the log in page for **THE HUB** appears, click on "create account" under the blue "**LOGIN**" link to request a Username/Password. You will need to select The Father's House Campus from the drop down box and click Continue. Please complete the form with the requested information and click Submit.
- If an email match is found in our system, you will automatically receive a HUB (**Church Community Builder**) login activation email with your new username and a link to set your password. After activating your profile, you can log in to change your username and/or password.
- If no email match is found, a message will be sent to the administrator, who can send you an email with your username and activation link.