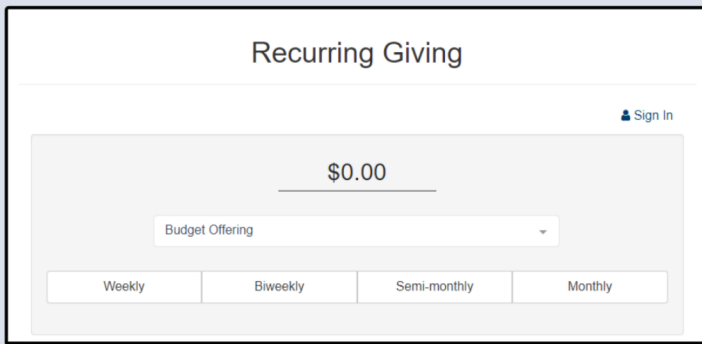
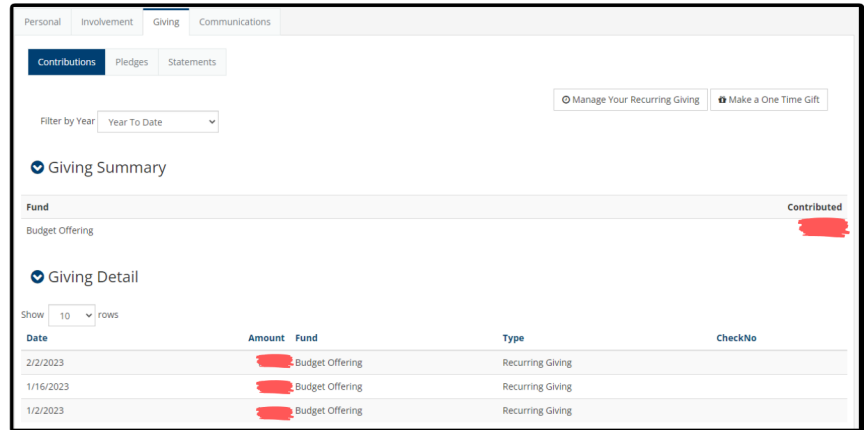


HOW TO MANAGE YOUR GIVING IN TOUCHPOINT

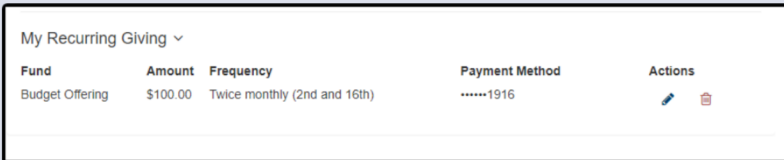
TouchPoint is our church database software. You can log in to your account any time at my.hunterstreet.org using the username and password you have set up. Once logged in, you have access to manage your giving, view your contributions, and access giving statements.

VIEW YOUR CONTRIBUTIONS

- Click on the **Giving** tab on your profile page.
- Contributions for the current giving year will show by default.
 - **Giving Summary:** Lists the year-to-date totals for each fund you have contributed to.
 - **Giving Detail:** Lists each contribution by date and includes the amount, fund, type, and check number (if applicable).
- To view contributions for previous years, use the **Filter by Year** drop down menu.



To set up recurring giving for the first time, go to my.hunterstreet.org/Give.



MANAGE RECURRING GIVING

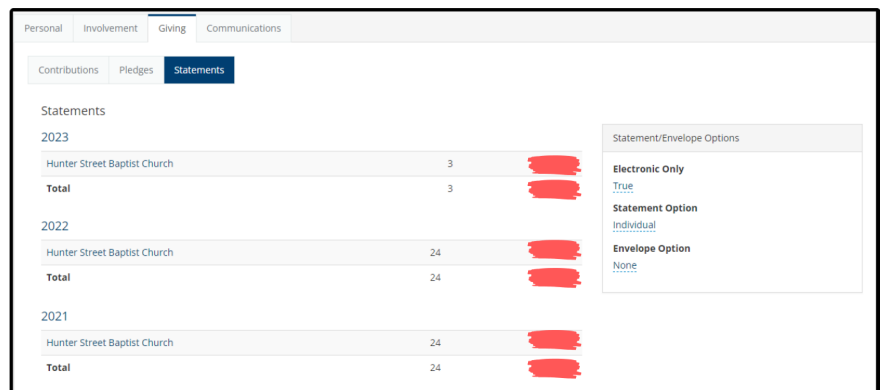
- Click the **Manage Your Recurring Giving** button to make any changes to your recurring giving or to set up an additional recurring gift.
 - **Set up an Additional Recurring Gift:** Enter the amount, choose the fund from the dropdown menu, and select the frequency for this gift to be processed. Enter the payment information and then click the **Complete Setup** button. Your gift will be processed at that time and then recur on the selected schedule.
 - **Cancel Recurring Giving:** Scroll to the bottom of the page to view your current giving schedule. Click the **pencil icon** to change the amount or fund. Click the **red trash can** to cancel the recurring giving.

VIEW AND PRINT STATEMENTS

- Click on the **Statements** tab.
- Click any of the hyperlinks under the desired year to view a PDF of that statement.
- Print or download the PDF for your records.

STATEMENT/ENVELOPE OPTIONS

- **Electronic Only:** If this is set to **True**, you will not receive a paper copy of your statement in the mail.
- **Statement Options:** Select whether you and your spouse want individual statements or a joint statement.
- **Envelope Option:** This is used by the Church Office for tracking who receives offering envelopes in the mail.



If you find discrepancies in your giving record, contact Michael Langston in the Finance Office, michaell@hsbc.org or 205.985.7295.