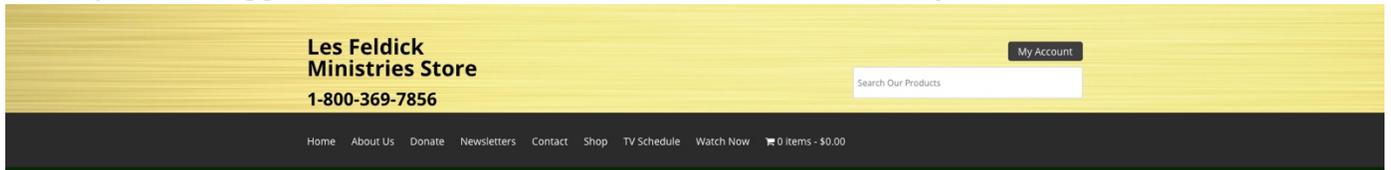


How To Download A Record of Donations

1. Once you are logged in, click on the "Donations" link in the **My Account** menu:



My Account

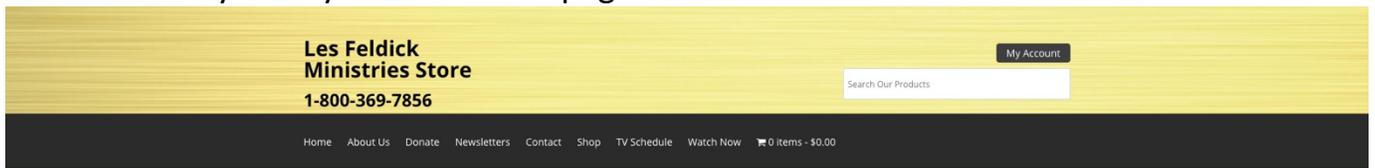
- Dashboard
- Orders
- **Donations**
- Recurring Donations
- Addresses
- Account Details
- Payment Methods
- Frequently Asked Questions
- Logout

Hello [redacted] [Log out](#)

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#).



2. That will take you to your Donations page:



My Account

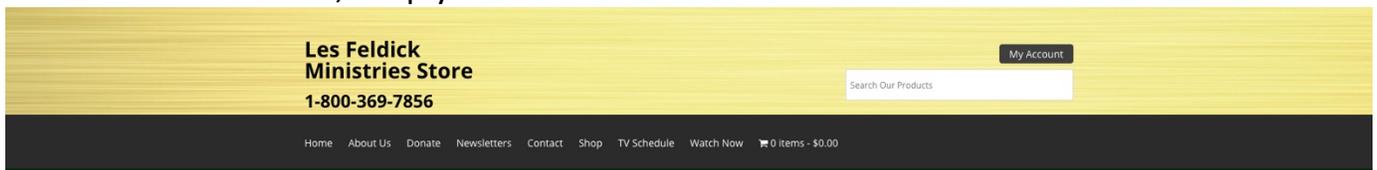
- Dashboard
- Orders
- Donations
- Recurring Donations
- Addresses
- Account Details
- Payment Methods
- Frequently Asked Questions
- Logout

Donations

| Date | Status | Title | Total | View | Invoice |
|----------------|-----------|---------------------------|----------|------|---------|
| March 17, 2020 | Completed | One Time Donation - \$100 | \$100.00 | View | Invoice |
| March 17, 2020 | Completed | One Time Donation - \$50 | \$50.00 | View | Invoice |
| March 17, 2020 | Completed | One Time Donation - \$20 | \$20.00 | View | Invoice |
| March 17, 2020 | Completed | One Time Donation - Other | \$35.00 | View | Invoice |
| March 4, 2020 | Completed | One Time Donation - \$50 | \$50.00 | View | Invoice |
| March 4, 2020 | Completed | One Time Donation - \$20 | \$20.00 | View | Invoice |

[Download PDF of All Donations](#)

3. To download a record, simply click the “Download PDF of All Donations” button:



My Account

- [Dashboard](#)
- [Orders](#)
- [Donations](#)
- [Recurring Donations](#)
- [Addresses](#)
- [Account Details](#)
- [Payment Methods](#)
- [Frequently Asked Questions](#)
- [Logout](#)

Donations

| Date | Status | Title | Total | | |
|----------------|-----------|---------------------------|----------|----------------------|-------------------------|
| March 17, 2020 | Completed | One Time Donation - \$100 | \$100.00 | View | Invoice |
| March 17, 2020 | Completed | One Time Donation - \$50 | \$50.00 | View | Invoice |
| March 17, 2020 | Completed | One Time Donation - \$20 | \$20.00 | View | Invoice |
| March 17, 2020 | Completed | One Time Donation - Other | \$35.00 | View | Invoice |
| March 4, 2020 | Completed | One Time Donation - \$50 | \$50.00 | View | Invoice |
| March 4, 2020 | Completed | One Time Donation - \$20 | \$20.00 | View | Invoice |

[Download PDF of All Donations](#)