

# How to Download Giving Statements

## **To download a statement of your 2022 gifts:**

- Log in to [The Hub](#)
- Select "people" in the menu on the left of the page
- Type in your name and select yourself
- Go to "Involvement"
- Go to "Financial"
- Click the three small dots in the upper right hand corner of the page
- Go to "Giving statement"
- Select: Family
- Select: Custom date range
- Enter: 1/1/2022 – 12/31/2022
- Select "Run Report"