

## **Directions for Printing Giving Statements:**

- 1. Go to the homepage of The Ridge's website (theridgecc.com).
- 2. Scroll to the bottom of the page and click on "My Ridge Login" in the bottom right corner of the screen.
- 3. Log into your account.
- 4. Select the "Give" tab on the left side of the dropout screen.
- 5. Select "Schedules/History" at the top of the page.
- 6. Click on the "Giving Statement" button in the upper right corner.
- 7. Under "Date Range", select "Last Year" then click "Run Report".
- 8. Your printable giving statement will appear!

Problems/Questions:

Email giving@theridgecc.com, or call 262-432-0228.

Thank you for your generosity!