

BIBLE-BASED FELLOWSHIP, INC.

2017 CONTRIBUTIONS DOWNLOAD PROCESS

You will have access to your 2017 Contribution Statements as of January 25, 2017

Detailed below are the instructions in order to download your contribution statement.

1. Go to our website: www.bible-based.org
2. Select the option "MEMBERS" located in the upper right hand corner

➤ New account request

- If you do not have an email on file with the church office, please contact the Director of Administration at administration@bible-based.org or call the church office at 813.264.4050.

ACCOUNT SET UP COMPLETE

➤ Already a have an account?

- If you have already accessed your account and know your username and password, click this image:



3. At the log in page, enter your email address and your password



4. At the main screen, select "My Giving History"
5. Select the year 2017 from the drop-down menu
6. In the center of the screen, select the "PDF Tax Statement" Option, and print

****** If you see an errors in your information, please take a moment and update your profile by clicking the pencil icon in the area and making the necessary adjustments.**

6.

If you are unable to access your account or would rather have your statement emailed or mailed to you, please email your request to accounting@bible-based.org. Please make sure that you submit your **full name, phone number, email or mail preference, and your mailing address in the body of the email** as the information we have on file may be incorrect. Incomplete requests will be delayed.