



BIBLE-BASED FELLOWSHIP, INC. 2019 CONTRIBUTIONS DOWNLOAD PROCESS

You will have access to your 2019 Contribution Statements as of January 25, 2020

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

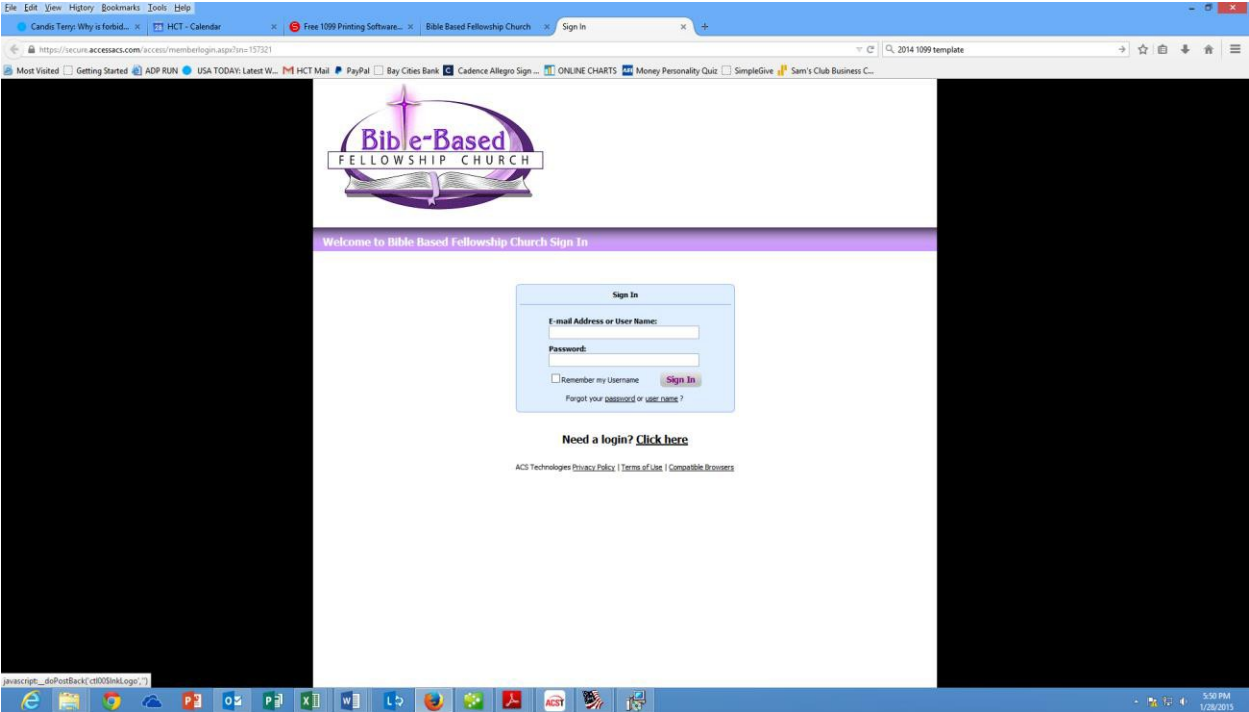
➤ **Already a have an account?**

- If you have already accessed your account and know your username and password, click the icon seen:



Members Click Here

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



4. At the main screen, select the option of “My Giving History”
5. Select the year 2019 from the drop-down menu
6. In the center of the screen, there is an icon that states, “PDF Tax Statement”
7. Click on the icon 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.**

8. If you are unable to access your account or would just like your statement emailed or mailed to you, please email your request to accounting@bible-based.org. If you are requesting that your statement to be mailed, please make sure that you submit your address in the body of the email as the address that we have on file may be incorrect.